

***USAREUR Supplement 1 to AR 380-5**

Security

Department of the Army Information Security Program

24 September 2001

***This supplement supersedes USAREUR Supplement 1 to AR 380-5, 18 July 1989.**

For the Commander:

ANTHONY R. JONES
Major General, GS
Chief of Staff

Official:



MARILYN A. QUAGLIOTTI
Brigadier General, GS
Deputy Chief of Staff,
Information Management

Summary. This supplement prescribes policy and procedures for implementing the Department of the Army Information Security (INFOSEC) Program for USAREUR and tenant commands (UR 10-5, app A). This supplement will be used with AR 380-5.

Summary of Change. This revision updates procedures and clarifies responsibilities of the INFOSEC Program in USAREUR.

Applicability. This supplement applies to USAREUR personnel responsible for implementing and monitoring the INFOSEC Program in USAREUR.

Supplementation. Commanders will not supplement this supplement without CG, USAREUR/7A (AEAGB-SAD-S), approval.

Forms. This regulation prescribes AE Form 380-5A (Multiple Classified Message Destruction Record), AE Form 380-5E (Classified Material Handcarry Authorization), AE Form 380-5F (Request for Access to Critical Nuclear Weapons Design Information), and 380-5G (Briefing Statement). USAREUR and higher-level forms (printed and electronic) are available through the USAREUR Publications System (UPUBS).

Suggested Improvements. The proponent of this supplement is the Office of the Deputy Chief of Staff, Intelligence, HQ USAREUR/7A (AEAGB-SAD-S, 370-7574). Users may suggest improvements to this supplement by sending a DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the Commander, USAREUR/7A, ATTN: AEAGB-SAD-S, Unit 29351, APO AE 09014.

Distribution. A (UPUBS). This supplement is available only in electronic format.

AR 380-5, 29 September 2000, is supplemented as follows:

Contents. Add the following to the list of appendixes:

- J. Classified Document Accountability Procedures
- K. Standards for Open Storage of Secret and Confidential Material
- L. USAREUR Security Program Evaluation Guide

Appendix A, References. Add the following to Section II, Related Publications:

AR 340-22, Army Micrographics Program

Appendix A, References. Add the following to Section IV, Referenced Forms:

- DD Form 844 (Requisition for Local Duplicating Service)
- DD Form 2501 (Courier Authorization)
- DOE Form 5631.20 (Request for Visit or Access Approval) (This form replaces DOE Form DP-277 and can be found at <http://www.directives.doe.gov>.)
- DA Form 201 (Military Personnel Records Jacket, U.S. Army)
- DA Form 1999-R (Restricted – Area Visitor Register)
- DA Form 4011 (Telecommunications Center Delivery List)
- DA Form 5248-R (Report of Unfavorable Information for Security Determination)

Glossary. Add the following:

21st TSC	21st Theater Support Command
ASG	area support group
CAA	continuous administrative accountability
CD	certificate of destruction
COSMIC	code name for NATO Top Secret documents
DIAM	Defense Intelligence Agency Manual
ENROL	Educational Network Registration and On-Line Learning
HQ USAREUR/7A	Headquarters, United States Army, Europe, and Seventh Army
KAWOL	knowledgeable absent without leave
MF	master file
MP	military police
POC	point of contact
RODCA	(a designation for classified material)
SSN	social security number
STU-III	secure telephone unit, third generation
U.S.	United States
USAREUR	United States Army, Europe
USAREUR/7A	United States Army, Europe, and Seventh Army
USEUCOM	United States European Command

Paragraph 1-4a, Secretary of the Army. Add the following:

The Secretary of the Army has approved the following Top Secret classification authorities for USAREUR:

- (1) CG, USAREUR/7A.
- (2) Commander, United States Army Southern European Task Force (Airborne) (USASETAF (Abn)).

Paragraph 1-5a(1), Headquarters Department of the Army (HQDA). Add the following:

The Office of the Deputy Chief of Staff, Intelligence (ODCSINT), HQ USAREUR/7A (AEAGB-SAD-S), is responsible for implementing and complying with the requirements of this program in USAREUR.

Paragraph 1-5a(2), Headquarters Department of the Army (HQDA). Add the following:

The ODCSINT (AEAGB-SAD-S) will monitor the USAREUR Information Security Program and conduct staff assistance visits (SAVs) at USAREUR and tenant commands (UR 10-5, app A) and at HQ USAREUR/7A staff offices.

Paragraph 1-5a(3), Headquarters Department of the Army (HQDA). Add the following:

The ODCSINT (AEAGB-SAD-S) is the primary office of responsibility for security matters pertaining to classified and sensitive information that originated in a USAREUR activity that no longer exists and has no successor.

Paragraph 1-5a(4), Headquarters Department of the Army (HQDA). Add the following:

The Deputy Chief of Staff for Intelligence, HQDA, has approved the following Secret classification authorities for USAREUR:

- (a) Chief of Staff, HQ USAREUR/7A.
- (b) Deputy Chief of Staff, Intelligence, USAREUR.
- (c) Deputy Chief of Staff, Operations, USAREUR.
- (d) Deputy Chief of Staff, Engineer, USAREUR.
- (e) Commanding General, V Corps.
- (f) Commanding General, 1st Infantry Division (1st Inf Div).
- (g) Commanding General, 1st Armored Division (1AD).
- (h) Commander, Task Force Falcon.

Paragraph 1-6c, The Commander. Add the following:

(1) HQ USAREUR/7A staff offices and USAREUR commands down to battalion level will publish access rosters that control access to classified material (USAREUR Supplement 1 to AR 380-67). Rosters will be published at least quarterly with addition-and-deletion errata sheets issued monthly. Personnel requiring escorted entry into special access program areas (for example, Single Integrated Operational Plan areas, extremely sensitive information areas) will sign a DA Form 1999-R (Restricted Area Visitor Register).

(2) A visitor may be granted access to classified information in USAREUR only if the activity with the classified information issued proper security credentials for the visitor before the scheduled visit. Access will not be granted solely on the basis of handcarried security credentials presented by the visitor. Exceptions are--

(a) Accredited security representatives of DOD and other Federal agencies. Representatives from the following agencies are not considered visitors when acting in an official capacity:

- 1. Federal Bureau of Investigation.
- 2. Central Intelligence Agency.
- 3. Secret Service (Department of the Treasury).
- 4. Defense security service.
- 5. United States Army military intelligence.
- 6. Naval investigative service.

Z. Office of Special Investigations, United States Air Force.

(b) Visitors with a signed DD Form 1610 (Request and Authorization for TDY Travel of DOD Personnel) and verified by their command security office. The visitor's security manager will verify a visitor's security clearance status if any questions arise about clearance credentials.

Paragraph 1-6d, The Commander. Add the following:

Commanders will obtain extracts of military police (MP) blotters for information on individuals charged with serious incidents (for example, driving under the influence) and provide this information to the servicing security manager and special security officer.

Paragraph 1-6e, The Commander. Add subparagraph (1) and (2) as follows:

(1) The USAREUR Security Manager is the Chief, Security Branch, Special Activities Division, ODCSINT, HQ USAREUR/7A.

(2) The minimum rank and grade requirements for security managers at USAREUR and tenant commands is captain and GS-9. The minimum rank and grade requirement for security managers below USAREUR and tenant commands is sergeant first class and GS-7.

Paragraph 1-8, The Supervisor. Add subparagraphs g and h as follows:

g. Supervisors will report to the unit security manager any information that affects the access eligibility of subordinate personnel.

h. Supervisors at all levels who fail to report information that affects the access eligibility as outlined in the basic AR, paragraphs 1-6 and 1-21, are subject to sanctions.

Paragraph 1-22, Reporting of Incidents. Add the following:

Incidents of disclosing classified information knowingly, willfully, or negligently to unauthorized persons will be reported through command channels to the ODCSINT, HQ USAREUR/7A (AEAGB-SAD-S). The ODCSINT (AEAGB-SAD-S) will report each incident to the ODCSINT, ATTN: DAMI-CHS, HQDA, 2511 Jefferson Davis Highway, Suite 9300, Arlington, VA 22202-3910.

Paragraph 1-23, Reporting Requirements. Add the following:

Security managers will complete SF 311 (Agency Information Security Program Data) in April, May, and June of each year. Copies of the April, May, and June reports will be sent to the Commander, USAREUR/7A, ATTN: AEAGB-ISD-S, Unit 29351, APO AE 09014, no later than the last Monday of August each year. Negative reports are required. Security managers of the following units are required to complete and submit the SF 311:

- a. ODCSINT, HQ USAREUR/7A.
- b. Office of the Deputy Chief of Staff, Operations, HQ USAREUR/7A.
- c. Office of the Deputy Chief of Staff, Engineer, HQ USAREUR/7A.
- d. V Corps.
- e. 21st Theater Support Command (TSC) (derivative classification actions only).
- f. USASETAF (Abn).
- g. 7th Army Training Command (derivative classification actions only).

- h. Area support groups (ASGs) (derivative classification actions only).
- i. Headquarters, 1st Inf Div.
- j. Headquarters, 1AD.
- k. Task Force Falcon.

Paragraph 1-24, Command Security Inspections. Add the following:

The ODCSINT (AEAGB-SAD-S) will establish the command security SAV program, to include periodic review of security disciplines for which has oversight and responsibility under the Information, Personnel, and Communications Security Program. These SAVs will be conducted once every two years as follows:

- (1) The ODCSINT, HQ USAREUR/7A, will conduct SAVs at the headquarters of all USAREUR and tenant commands and at all HQ USAREUR/7A staff offices.
- (2) V Corps will conduct SAVs at V Corps subordinate commands.
- (3) USASETAF (Abn) will conduct SAVs at USASETAF (Abn) subordinate units, except the 22d ASG.
- (4) 21st TSC will conduct SAVs at 21st TSC subordinate units.
- (5) ASGs will conduct SAVs at subordinate base support battalions and area support teams.

Paragraph 2-3b, Delegation of Authority. Add the following:

Requests for an original classification authority (OCA) will be sent through the Commander, USAREUR/7A, ATTN: AEAGB-SAD-S, Unit 29351, APO AE 09014, to the ODCSINT, ATTN: DAMI-CHS, HQDA, 2511 Jefferson Davis Highway, Suite 9300, Arlington, VA 22202-3910.

Paragraph 2-16, Policy. Add the following:

USAREUR and tenant commands and HQ USAREUR/7A staff offices with an OCA that publishes operation plans or operation orders will publish a security classification guide with each plan or order as appropriate. This classification guide will be coordinated with the ODCSINT (AEAGB-SAD-S) or with the appropriate G2 or security manager.

Paragraph 2-22a, Classification Challenges. Add the following:

If the originator is unable to determine what document or material is being challenged, the challenger will include a copy of the document or material with DA Form 1575 (Request for or Notification of Regrading Action).

Paragraph 3-8a, General. Add the following:

USAREUR OCAs, their respective G2 and S2, and security managers are the declassification and downgrading authorities for classified material they originate in their commands or functional areas.

Paragraph 4-4, Overall Classification Marking. Add the following:

Classification markings are not required on blank pages of classified documents. Blank pages do, however, require the statement "THIS PAGE INTENTIONALLY LEFT BLANK," which will appear in the middle of the page. Blank back pages and covers will display this statement in addition to the appropriate classification marking. Classification and downgrading instructions will be marked or stamped by hand to ensure legibility when not clearly visible on reproduced copies.

Paragraph 4-12a, Warning Notices. Add the following:

A restricted data (RD) warning notice will be placed on the back cover of the document or on the last page of documents that contain RD.

Paragraph 4-20, Electronically Transmitted Messages. Add subparagraphs d and e as follows:

d. The appropriate security classification will be marked at the top and bottom of each classified e-mail message. E-mail paragraphs and subparagraphs also will be marked with the appropriate classification marking. The classification authority and declassification instructions will be added to the classified e-mail.

e. Unclassified e-mail will be marked with the word “UNCLASSIFIED” in the center of the page above the text.

Paragraph 5-1b, General. Add the following:

This chapter applies to any unclassified information that bears a distribution-limited statement.

Paragraph 6-2, Nondisclosure Agreement. Add subparagraph c as follows:

c. When a soldier transfers to another organization in USAREUR, the G2, S2, or security manager will mail the nondisclosure agreement to the gaining command.

Paragraph 6-7c, Access to Restricted Data, Formerly Restricted Data, and Critical Nuclear Weapons Design Information. Add the following:

The following certification procedures will be used in USAREUR:

(1) Commanders with personnel whose duties require access to critical nuclear weapons design information (CNWDI) will use AE Form 380-5F (Request for Access to Critical Nuclear Weapons Design Information) to request certification. These commanders and the authorized personnel will--

(a) Complete part I of AE Form 380-5F.

(b) Attach a justification statement to AE Form 380-5F that supports the need for CNWDI access. Requests for CNWDI access that do not include a justification statement will be returned without action.

(c) Send the AE Form 380-5F and justification statement to the Commander, USAREUR/7A, ATTN: AEAGB-SAD-S, Unit 29351, APO AE 09014.

(2) After reviewing AE Form 380-5F and the justification, the ODCSINT (AEAGB-SAD-S) will--

(a) Authorize or deny access using parts II and III of AE Form 380-5F.

(b) Return two copies of the form with the authorization or denial for access to the requester.

(3) On receipt of the forms, the requester will--

(a) Keep one copy in the unit files and send the other copy to the servicing military personnel office for inclusion in the individual's DA Form 201 (Military Personnel Records Jacket, U.S. Army).

(b) Complete AE Form 380-5G (Briefing Statement) and ensure a copy is included in the requester's security file.

Paragraph 6-9, Responsibilities for Maintaining Classified Information. Add subparagraphs c and d as follows:

c. U.S.-DOD civilian and military personnel assigned or attached to NATO or NATO commands or agencies (for example, the Joint Headquarters Centre) may be authorized access to U.S. classified information not releasable to NATO provided they have--

(1) The appropriate security clearance.

(2) A need-to-know that supports a U.S. policy or purpose. The appropriate disclosure authority will determine the need-to-know according to DOD instructions, USEUCOM directives, and AR 380-10. When a need-to-know is required to ensure that NATO does not misuse or ignore available U.S. capabilities, maximum effort will be provided to processing the applicable classified information for release to NATO through prescribed disclosure channels. When access is determined necessary but the information is not releasable to NATO, U.S. personnel will be briefed on their responsibilities in handling and accessing U.S.-only information. Unless authorized by appropriate authorities, the U.S. non-NATO-releasable classified information that they have will not be entered into the NATO security system or provided to non-U.S. personnel or U.S. personnel assigned to NATO.

d. Unit and activity commanders with classified information will appoint, in writing, a custodian and an alternate. The custodian may be the security manager for a small organization. The appointee must be mature and responsible and have the appropriate security clearance. There is no rank requirement for custodians, but Top Secret control officers must be at least in the rank of sergeant first class or GS-7 (basic AR, para 6-21). If custodians of classified information are in the rank of specialist or below, the unit security manager will exercise sufficient control to ensure that policy established by the basic AR and this supplement is implemented.

Paragraph 6-11, End-of-Day Security Checks. Add the following:

The SF 701 (Activity Security Checklist) will be destroyed the day after the last entry on the form. Forms involved in an investigation will be filed under the Modern Army Recordkeeping System (MARKS) file number 380-5e until the investigation is completed and then destroyed.

Paragraph 6-12, Emergency Planning. Add subparagraphs a through e as follows:

a. For operations security, plans will be released only on an official need-to-know basis. Plans will be posted in a conspicuous location in secure areas designated for open storage. If the unit does not have an approved open-storage area, the plan will be filed as the first document in the locking drawer of each security container. Individuals responsible for implementing plans will be appointed in writing.

b. Documented annual rehearsals of emergency plans are required at all levels. Rehearsals may be scheduled at the discretion of the unit commander and will be documented by the security manager. Removing documents from a building is discouraged. Removing documents from security containers or approved open-storage areas and packing them in boxes or containers is recommended. Realistic testing must include personnel simultaneously performing other emergency functions (for example, mounting a guard force, readying equipment). Examples of questions that may be answered only through realistic rehearsals of the plan include--

(1) Will the documents that require evacuation or destruction be evacuated or destroyed within the prescribed timeframe?

(2) Are destruction facilities sufficient and efficient?

c. Individuals listed on the SF Form 700 (Security Container Information) who know the security container's combination also must know the emergency evacuation and destruction requirements for the container.

d. Plans and plan rehearsals will include procedures for, and tests of, classified contractor operations.

e. Tests of emergency evacuation and destruction plans should be conducted during the month of June when outdated classified information is destroyed.

Paragraph 6-15, Removal of Classified Storage and Information Processing Equipment. Add subparagraphs a through d as follows:

a. The unit security manager will inspect classified security containers before containers are permanently removed from the unit or activity and attach the following notice on the locking drawer of each container:

“THIS CONTAINER HAS BEEN INSPECTED AND CONTAINS NO CLASSIFIED INFORMATION.
THE COMBINATION HAS BEEN CHANGED TO 50-25-50.”

(The inspecting security manager will sign and date the notice.)

b. Property-book officers will not accept classified security containers without the inspecting security manager’s notice attached.

c. The security manager will inspect all fax machines and reproduction equipment for classified information before removal and send a statement to the receiving property-book officer that the machine has been inspected and does not contain any classified material.

d. Automated information systems will be processed for turn-in according to AR 380-19 and UR 380-19.

Paragraph 6-16, Visits. Add subparagraphs d through f as follows:

d. Partnership for Peace Program visits will be scheduled and approved by the Office of the Deputy Chief of Staff, Operations (ODCSOPS), HQ USAREUR/7A. The ODCSOPS will notify the unit being visited of the names and passport numbers of each person participating in the program.

e. On receipt of clearance and visit notification from the Ministry of Defense of a NATO or non-NATO country, the United States Defense Attaché Office, American Embassy, will send a copy of the visit request and clearance notification to the ODCSINT, HQ USAREUR/7A, ATTN: AEAGB-SAD-S, Unit 29351, APO AE 09014.

f. Itineraries of general officers or their equivalent traveling to high-risk areas will be classified Confidential.

Paragraph 6-17b, Classified Visits by Department of Energy (DOE) Personnel and to DOE Facilities. Add subparagraph (4) as follows:

(4) USAREUR units having requirements to visit DOE facilities will send their visit request to the ODCSINT, HQ USAREUR/7A, ATTN: AEAGB-ISD-S, Unit 29351, APO AE 09014, for further action. The ODCSINT (AEAGB-SAD-S) will send a completed DOE Form 5631.20 (Request for Visit or Access Approval) to the appropriate DOE facility. An AE Form 380-5F also will be completed for personnel requiring access to CNDWI information and sent to the ODCSINT (AEAGB-SAD-S) for approval.

Paragraph 6-18, Classified Meetings and Conferences. Add subparagraph e as follows:

e. USAREUR units may use U.S.-controlled club facilities, theaters, and Armed Forces Recreation Center hotels and conference centers. If classified meetings are held, units will ensure the following are provided:

(1) An access controller to verify security clearances and access by each attendee.

(2) Interior and exterior guards to prevent eavesdropping by unauthorized personnel, as required.

(3) A warning briefing before and after each classified presentation to advise the attendees of the security classification. Classified handouts will not be provided to personnel attending the conference for return-to-home units unless valid courier orders are presented to the person in charge of the classified briefing.

Paragraph 6-21a, Top Secret Information. Add the following:

A Top Secret control officer and alternate Top Secret control officer (sergeant first class or GS-7) will be appointed in writing. Requests for grade-level waivers, with sufficient justification, will be sent to the Commander, USAREUR/7A, ATTN: AEAGB-SAD-S, Unit 29351, APO AE 09014. Top Secret and alternate Top Secret control officers will be thoroughly trained before they are placed on duty.

Paragraph 6-21b, Top Secret Information. Add the following:

Top Secret material will be numbered serially (for example, GB-TS-001-99, VC-TS-009-99). Serial numbers are assigned based on the calendar year, not the fiscal year.

Paragraph 6-21c, Top Secret Information. Add the following:

Units holding Top Secret documents will inventory their Top Secret holdings on or about 1 April of each year.

Paragraph 6-21d, Top Secret Information. Add the following:

Units holding in excess of 100 Top Secret documents will conduct a 25-percent inventory each quarter. The 25-percent inventory will list the Top Secret material cited by serial number and indicate the total number inventoried and the number remaining to be inventoried.

Paragraph 6-21e, Top Secret Information. Add the following:

Units will not sign clearance papers for Top Secret or alternate Top Secret control officers unless a 100-percent change-of-custody inventory has been completed and certified by the unit security manager (G2 or S2).

Paragraph 6-21f, Top Secret Information. Add the following:

A copy of the unit access roster meets the access-control requirements in the Top Secret control office.

Paragraph 6-22, Secret and Confidential Information. Add the following:

USAREUR units have the option of using DA Form 455 (Mail and Document Register) or the green accounting ledger to control and account for Secret or Confidential material received by the unit. U.S. Secret continuous-control documents, NATO COSMIC, and NATO Secret documents will be controlled according to this supplement, appendix J.

Paragraph 6-25, Policy. Add the following:

Digital reproduction and copying machines will not be connected to a local area network or modem in USAREUR.

Paragraph 6-36, Entry Exit Inspection Program and Two-Person Integrity for Top Secret Information. Add the following:

Two-person integrity applies to communications security (COMSEC).

Paragraph 7-1, Policy. Add subparagraphs a and b as follows:

a. Keys to the arms room may be stored in a container with classified information, preferably in an unused or seldom used drawer, distinctly separated from other classified information (for example, a clearly marked ammunition can). When situations exist that require storing keys to the arms room with classified material, a request for waiver will be sent to the unit's next higher headquarters. USAREUR and tenant commands are authorized to approve requests for waivers after coordinating the request with the physical security section of the local office of the provost marshal.

b. Standards and requests for approval of rooms for open storage of classified material in USAREUR are prescribed in this supplement, appendix K.

Paragraph 7-2, Physical Security Policy. Add subparagraph c as follows:

c. Areas approved for open storage that are connected to the Army Secret Internet Protocol Router Network (ASIPRNET) are not authorized open storage of classified documents and must have an intruder-detection system (IDS) installed.

Paragraph 7-3, Standards for Storage Equipment. Add the following:

Only GSA-approved security containers that can be locked in a secured area will be used to store classified information. Open storage for Top Secret information is not authorized in USAREUR.

Paragraph 7-4a(1)(a)3, Storage of Classified Information. Add the following:

Effective 1 October 2002, all USAREUR Top Secret storage areas will have an IDS installed.

Paragraph 7-4b, Storage of Classified Information. Add subparagraph (4) as follows:

(4) Field safes and one-drawer containers will be fixed to a solid permanent object using a method that would severely hamper their removal from the premises. Methods may include chaining and padlocking established in the basic AR, paragraph 5-211.

NOTES: 1. Field safes and one-drawer containers are those that weigh less than 500 pounds.

2. The minimum standard padlock to secure chains is a series-200 or -5200 key-operated padlock. The minimum standard lock to secure a field safe that does not have a built-in combination lock is an SG-8077A changeable combination-padlock.

3. The padlock key used to secure a chain does not need to be classified if the key is controlled under applicable physical security regulations.

Paragraph 7-4, Storage of Classified Information. Add subparagraphs e and f as follows:

e. Security managers of units with open-storage approvals (app K) granted by commanders in the rank of colonel (or designated staff principals in the rank of colonel or higher) are required to send a copy of each open-storage approval and the respective inspection report to the Commander, USAREUR/7A, ATTN: AEAGB-SAD-S, Unit 29351, APO AE 09014, for review. Existing open-storage approvals previously granted that do not meet the provisions of the basic AR, paragraph 7-1, will be terminated. Requests for open-storage approval will be sent to the Commander, USAREUR, ATTN: AEAGB-ISD-S, Unit 29351, APO AE 09014, for determination. Requests must be accompanied by a detailed inspection report (app K) made by a competent individual (MP, physical security specialist, or MI agent) or agency.

f. An approval authority (colonel or above) also may approve open storage for Secret and Confidential material or delegate the approval authority to the G2 or other designated staff principal.

Paragraph 7-6a, Residential Storage. Add subparagraphs (1) and (2) as follows:

(1) The ODCSINT (AEAGB-SAD-S) is the single designee for USAREUR to approve removal of classified information from the workarea after duty hours. Requests to remove classified information from the workarea (fig 7-1) will be sent to the Commander, USAREUR/7A, ATTN: AEAGB-SAD-S, Unit 29351, APO AE 09014, for approval. Requests and later approvals are subject to the rules established in the basic AR.

(2) Security managers will install an IDS for personnel who have an approved authorization to remove classified material from the workarea after normal duty hours. The IDS should be a proximity system and must terminate at a local MP station. Additionally, the security container will be secured with a three-position dial-combination lock, meeting Federal specification FF-L-2740.

MEMORANDUM FOR Commander, USAREUR/7A, ATTN: AEAGB-SAD-S, Unit 29351, APO AE 09014

SUBJECT: Request to Remove Classified Information from the Workarea During Nonduty Hours

1. Under the provisions of USAREUR Supplement 1 to AR 380-5, paragraph 7-6a, I request permission to remove classified information up to Secret from the workarea to my personal quarters. The following is provided to support this request:

a. Justification: (Explain operational requirements that necessitate removal of classified information.)

b. An approved General Services Administration security container is available at: (Enter the location of the quarters.)

c. Adequate security measures have been taken to prevent unauthorized access by uncleared personnel and an intrusion detection system on the security container has been installed.

2. POC: (Enter the name, telephone number, and (if available) the fax number and e-mail address of the requester.)

CASIMIR PULASKI
Major General, USA
Commander

Figure 7-1. Sample Request to Remove Classified Information from the Workarea

Paragraph 7-8b, Equipment Designations and Combinations. Add the following:

Security managers at USAREUR and tenant commands (UR 10-5, app A) are authorized to designate personnel to change combinations to security containers, vaults, and secure rooms.

Paragraph 7-8, Equipment Designations and Combinations. Add subparagraphs g through i as follows:

g. In USAREUR, the following applies to equipment designations and combinations:

(1) The unit-assigned number may be a combination of letters and numbers (for example, AEAGB-AD-S (1), SAD-S (2)).

(2) Emergency evacuation and destruction plans will be posted in the first folder of the locking drawer.

(3) Combinations will not be recorded on electronic media (for example, palm pilots).

h. Combinations will not be changed by a directorate of public works locksmith who is a host-nation or non-U.S. citizen employee. However, a host-nation or non-U.S. citizen locksmith may show a U.S. citizen how to change the combination without violating this requirement.

i. When a security container (equipped with an X-07 or X-08) combination lock is secured for the evening, the following actions will be taken:

(1) Turn the X-07 combination to the right (left for X-08) and a digital display will blink on and off indicating the number of times the container has been opened or the number of failed openings (for example, 01, 03), with the higher number is on the right). Enter that figure next to the initials of the person checking the container.

(2) The right and left for the X-08 and the digital display should blink on and off, indicating the same number as the night before. If the number is higher and the SF 702-101 (Security Container Check Sheet) does not indicate an opening after the last indicated closure, initiate a preliminary investigation.

Paragraph 7-20, Minimum Standards for Deviations to Construction Standards for Open Storage Areas. Add subparagraph f as follows:

f. Cell phones, personal digital assistants (for example, Palm Pilot), and similar devices are not authorized in an open storage area or sensitive compartmented information facility.

Paragraph 8-12, General Provisions. Add subparagraphs c through e as follows:

c. An authorized courier will be in possession of DD Form 2501 (Courier Authorization) or AE Form 380-5E (Classified Material Handcarry Authorization).

d. In USAREUR, during wartime and command exercises, Secret and Confidential mail may be sent by command mail pouch.

e. In USAREUR, courier orders are required when traveling outside a USAREUR military community (for example, when traveling from the Heidelberg community to the Kaiserslautern community). Unit security managers are authorized to sign courier orders. Unit commanders may approve courier orders when travel is required outside the assigned military community, but not across international boundaries. Samples of courier orders in English, German, French, Italian, Dutch, Hungarian, Turkish, Macedonian, Serbo-Croatian, and Albanian are at figures 8-2 through 8-11 to help units prepare the appropriate orders. DD Form 2501 will be used as the courier's authorization when traveling in the country of assignment. (The United States Army Publications Distribution Center, Europe, stocks DD Form 2501.) Security managers for USAREUR and tenant commands and staff principals are authorized to issue DD Form 2501 in their units. When crossing international borders, couriers will be issued AE Form 380-5E. To be valid, AE Form 380-5E must be signed by the courier and the unit security manager.

CLASSIFIED MATERIAL HANDCARRY AUTHORIZATION (USAREUR Supp 1 to AR 380-5)			
<p style="text-align: center;"><i>DATA REQUIRED BY THE PRIVACY ACT OF 1974</i></p> <p>AUTHORITY: Executive Order 12958</p> <p>PRINCIPAL PURPOSE(S): SSN is requested for identification purposes. The form authorizes the handcarry of packages containing classified information through security checkpoints without revealing the information contained therein.</p> <p>ROUTINE USES: To expedite the handcarry of classified information. The use of the SSN is necessary because of the positive identification of the individual who is to handcarry the classified material.</p> <p>MANDATORY OR VOLUNTARY DISCLOSURE AND EFFECT ON INDIVIDUAL NOT PROVIDING INFORMATION: Individuals will not be authorized to handcarry classified information unless they furnish the required information.</p>			
Issue Date		Expiration Date	
Courier Name and Grade		Courier SSN	
Organization		Type and Number of Identification	
Point of Departure	Transfer Point(s)	Destination	
Description of package			
Documents Are To Be <input type="checkbox"/> Returned <input type="checkbox"/> Retained At Destination			
<p>I have read and understand the provisions of DOD 5200. 1-R, chapter 7, and DOD 5220.22.M, as they apply to the safeguarding and packaging of classified material. When classified material is in my possession, I will:</p> <ul style="list-style-type: none"> a. Wrap the material twice before mailing. b. Seal the materiel properly while in transit. c. Not open, read, study, or discuss the classified material in any public place to include vehicles, trains, and aircraft. d. Not leave classified material unattended at any time. I understood that the material must remain in my physical possession at all times to include while using public facilities and eating my meals. When I wait in line to make reservations or to wait for transportation, I will keep the classified material in my hands or between my feet. e. Store classified material in Government approved facilities only. Hotels are not Government-approved facilities. f. Report lost or stolen classified material immediately to the nearest United States counterintelligence activity. 			
Signature of Courier			
COMPLETE THIS SECTION FOR RETURN OF MATERIAL			
Issue Date		Expiration Date	
Point of Departure	Transfer Point(s)	Destination	
To Whom It May Concern: I state that the transmission of this material by courier is an emergency in the conduct of official business, and that the transmission by other means has been considered and is not practical. If additional information in required, please contact the undersigned telephone number .			
Name, Rank, Signature of Unit Security Manager			

AE FORM 380-5E
Nov 89

THIS REPLACES EDITION DTD JUL 89, WHICH IS OBSOLETE

Figure 8-2. Sample Courier Orders (English)

ERMÄCHTIGUNG ZUR PERSÖNLICHEN ÜBERBRINGUNG VON VERSCHLUSSSACHEN (USAREUR Erg. 1 zu AR 380-5)		
<p align="center">ERFORDERLICHE ANGABEN GEMÄSS DEM DATENSCHUTZGESETZ VON 1974</p> <p>ERMÄCHTIGUNG DURCH: Executive Order 12958</p> <p>HAUPTGRUND(E): Die PK (Personenkennziffer) wird zu Identifizierungszecken erbeten. Das Formblatt ermächtigt zur persönlichen Überbringung von verpackten Verschlussachen durch Sicherheitskontrollpunkte, ohne dass die hierin enthaltenen Informationen offengelegt werden müssen.</p> <p>ROUTINEANWENDUNG: Zur persönlichen Beförderung von Verschlussachen. Die Nutzung der PKK ist notwendig, um eine positive Identifizierung derjenigen Person zu ermöglichen, die das Verschlussmaterial überbringt.</p> <p>PFLICHTGEMÄSSE ODER FREIWILLIGE OFFENLEGUNG VON INFORMATIONEN UND AUSWIRKUNG AUF PERSONEN, WELCHE DIESE ANGABEN NICHT MACHEN:</p> <p>Keine Person wird zur Überbringung von Verschlussmaterial ermächtigt, wenn sie nicht die erforderlichen Angaben macht.</p>		
Aushändigungsdatum		Ablaufdatum
Name und Dienstgrad des Kuriers		PKK des Kuriers
Dienststelle		Art und Nummer der Identifikation
Abfahrtsort	Durchgangsstelle(n)	Bestimmungsort
Beschreibung des Paketes		
Die Dokumente sollen <input type="checkbox"/> Zurückgesandt werden <input type="checkbox"/> Am Bestimmungsort verbleiben		
Ich habe die Bestimmungen der Vorschrift DOD 5200. 1-R, Kapitel 7, und von DOD 5220.22.M verstanden, insofern sie sich auf den Schutz und die Verpackung des Verschlussmaterials angewendet werden. Wenn sich Verschlussmaterial in meinem Besitz befindet werde ich:		
a. Vor der Versendung das Material zweifach einwickeln.		
b. Während der Überbringung das Material vorschriftsgemäss verschlossen halten.		
c. Das Verschlussmaterial weder öffnen, lesen, studieren, oder darüber reden, wenn ich mich an irgendwelchen öffentlichen Plätzen aufhalte, einschliesslich Fahrzeugen, Zügen und Flugzeugen.		
d. Verschlussmaterial zu keiner Zeit unbeaufsichtigt lassen. Mir ist bekannt, dass das Material zu jeder Zeit in meiner physischen Obhut verbleiben muss, wenn ich öffentliche Einrichtungen benutze und meine Mahlzeiten einnehme. Wenn ich in einer Warteschlange stehe, um Buchungen vorzunehmen, oder um auf einen Weitertransport zu warten, werde ich das Verschlussmaterial in meinen Händen oder zwischen meinen Füssen halten.		
e. Das Verschlussmaterial nur in dienstliche genehmigten Einrichtungen einlagern. Hotels sind keine dienstliche genehmigten Einrichtungen.		
f. Unverzüglich den Verlust oder Diebstahl von Verschlussmaterial der nächstgelegenen Spionageabwehrstelle der Vereinigten Staaten melden.		
Unterschrift des Kuriers		
<p align="center">ZUR RÜCKSENDUNG DES MATERIALS DIESEN TEIL AUSFÜLLEN</p>		
Aushändigungsdatum		Ablaufdatum
Abfahrtsort	Durchgangspunkt(e)	Bestimmungsort
An alle betroffenen Stellen: Ich erkläre, dass die Übersendung dieses Materials durch Kurier notwendig in der Ausübung einer dienstliche Angelegenheit erforderlich ist, und dass die Überbringung durch andere Mittel berücksichtigt wurde, aber nicht praktikabel ist. Sollten zusätzliche Informationen erforderlich sein, nehmen Sie bitte Kontakt mit der folgenden Telefonnummer auf _____.		
Name, Dienstgrad, Unterschrift des Sicherheitsbeauftragten der Einheit/Dienststelle		

AE FORM 380-5E
Nov 89

THIS REPLACES EDITION DTD JUL 89, WHICH IS OBSOLETE

Figure 8-3. Sample Courier Orders (German)

AUTORISATION DE TRANSMISSION MANUELLE DE DOCUMENTS CLASSIFIES (USAREUR Supp 1 to AR 380-5)		
DONNEES REQUISES PAR LE PRIVACY ACT DE 1974 AUTORITE: Executive Order 12958 BUTS PRINCIPAUX: Un numéro de sécurité sociale (Social Security Number - SSN) est requis pour des raisons d'identification. Ce formulaire autorise la transmission manuelle de paquets contenant des informations classifiées en passant par des postes de contrôle sans dévoiler le contenu de ceux-ci. USAGE HABITUEL: Pour faciliter la transmission manuelle d'informations classifiées. Le numéro de SSN est nécessaire pour pouvoir identifier la personne qui transmet les documents classifiés. COMMUNICATION OBLIGATOIRE OU VOLONTAIRE D'INFORMATION ET CONSEQUENCES DU REFUS D'INFORMATION: On autorise des personnes à transmettre des documents classifiés à la condition qu'elles fournissent les informations demandées.		
Date de délivrance	Date d'expiration	
Nom et Grade du Courrier	Numéro de sécurité sociale (SSN) du courrier	
Organisation	Type et nombre d'identification	
Point de départ	Point(s) de transfert	Destination
Description du paquet		
Les documents doivent être	Retournés	Maintenus au point de destination
<p>J'ai lu et pris connaissance des provisions contenues dans le DoD 5200. 1-R, chapitre 7, et DoD 5220.22.M, lesquelles s'appliquent à sécurité et l'emballage de documents classifiés. Lorsque j'ai des documents classifiés en ma possession, j'observe les règles suivantes:</p> <ul style="list-style-type: none"> a. Emballer les documents deux fois avant de les envoyer. b. Sceller les documents de manière appropriée lorsque je suis en transit. c. Ne pas ouvrir, lire les documents classifiés, ni en parler dans des endroits publics, y compris des véhicules, des trains et des avions. d. Ne jamais laisser des documents classifiés sans surveillance. J'ai pris connaissance du fait que ces documents doivent rester en ma possession en tout moment y compris lorsque je me rends dans des endroits publics et lorsque je prends mes repas. Quand je fais la file pour faire des réservations ou quand j'attends un transport, je tiendrai les documents classifiés dans mes mains ou entre mes pieds. e. Entreposer des documents classifiés uniquement dans des endroits approuvés par le gouvernement américain. Les hôtels ne sont pas considérés comme des endroits approuvés par le gouvernement. f. Signaler immédiatement la perte ou le vol de documents classifiés au Service de Renseignements américain le plus proche. 		
Signature du Courrier		
COMPLETEZ CETTE SECTION EN CAS DE RETOUR DE DOCUMENTS		
Date de délivrance	Date d'expiration	
Point de départ	Point(s) de transfert	Destination
A Qui de Droit: Je déclare que la transmission de ces documents par courrier constitue une urgence dans l'exercice de fonctions officielles et que d'autres moyens de transmission ont été considérés mais jugés peu efficaces. En cas d'informations supplémentaires, veuillez contacter la personne mentionnée ci-dessous au numéro de téléphone _____.		
Nom, Rang et Signature du Chef de l'Unité de Sécurité		

AE FORM 380-5E
Nov 89

THIS REPLACES EDITION DTD JUL 89, WHICH IS OBSOLETE

Figure 8-4. Sample Courier Orders (French)

AUTORIZZAZIONE PER IL TRASPORTO DI MATERIALE CLASSIFICATO (Supplemento 1 USAREUR al Regolamento Esercito AR 380-5)		
DATI RICHIESTI DALLA LEGGE SULLA PRIVACY DEL 1974 AUTORITA: Ordine Presidenziale 12958 UTILIZZI PRINCIPALI: Il numero di matricola e' richiesto per identificazione. Il modulo autorizza il trasporto a mano di plichi contenenti materiale classificato attraverso punti di controllo della sicurezza senza l'obbligo di rivelarne il loro contenuto. UTILIZZI ABITUALI: Per facilitare il trasporto a mano di materiale classificato. L'utilizzo del numero di matricola e' necessario alla identificazione della persona che trasporta il materiale classificato. RIVELAZIONE VOLONTARIA O OBBLIGATORIA ED EFFETTI SUL PERSONALE CHE SI RIFIUTA DI FORNIRE LE INFORMAZIONI RICHIESTE: <i>Tale personale non sara' autorizzato a trasportare a mano materiale classificato senza la rivelazione delle informazioni richieste.</i>		
Data del rilascio	Data di scadenza	
Nome e grado del corriere	Numero di matricola	
Unita' di appartenenza	Tipo e numero di identita'	
Punto di partenza	Destinazioni intermedie	Destinazione finale
Descrizione del plico		
I documenti dovranno essere <input type="checkbox"/> Resi <input type="checkbox"/> Trattenuti a destinazione		
Ho letto e comprendo gli articoli del Regolamento DOD 5200. 1-R, capitolo 7, e DOD 5220.22.M, relativi alla salvaguardia e la preparazione del materiale classificato per il trasporto. Quando del materiale classificato si trova in mio possesso, Io mi impegno a: a. Avvolgerlo in due distinti involucri prima di spedirlo per via postale. b. Mantenere il materiale sigillato durante il transito. c. Non aprire, leggere, studiare, ne discutere del materiale classificato in luoghi pubblici, incluse auto, treni, ed aerei. d. Non lasciare mai disatteso materiale classificato. E' sottinteso che il materiale classificato dovra' rimanere in mio possesso ad ogni momento, incluso l'utilizzo di toilette e durante i pasti. In fila di attesa per prenotazioni o trasporto pubblico terro' sempre il materiale nelle mie mani o fra i miei piedi. e. Conservare il materiale classificato unicamente in luoghi approvati dalle autorita' competenti. Gli alberghi non sono considerati luoghi approvati da autorita' competenti. f. Denunciare immediatamente qualunque smarrimento o furto di materiale classificato al piu' vicino ufficio di controspionaggio degli Stati Uniti.		
Firma del corriere		
DA COMPILARSI SE IL MATERIALE DEVE ESSERE RESO		
Data del rilascio	Data di scadenza	
Punto di partenza	Punti intermedi	Destinazione
A chi di competenza: Il sottoscritto afferma che la trasmissione di questo materiale via corriere e' un'emergenza nella condotta di mansioni ufficiali, e che la trasmissione tramite altre vie e' stata considerata ma non praticabile. Per ulteriori informazioni si prega di contattare il sottoscritto al numero _____.		
Nome, Grado , e Firma dell' Addetto alla Sicurezza		

AE FORM 380-5E
Nov 89

THIS REPLACES EDITION DTD JUL 89, WHICH IS OBSOLETE

Figure 8-5. Sample Courier Orders (Italian)

TOELATING VOOR HET VERVOER VAN GECLASSIFICEERDE DOCUMENTEN (USAREUR Supp 1 to AR 380-5)		
<p align="center">GEGEVENS VEREIST DOOR DE PRIVACY ACT VAN 1974</p> <p>AUTORITEIT: Executive Order 12958</p> <p>VOORNAAMSTE DOELSTELLING: Een nummer van sociale zekerheid (Social Security number –SSN) is vereist voor identificatieredenen. Dit formulier geeft de toelating om pakketten met geclassificeerde informatie te vervoeren en door controleposten te passeren zonder de inhoud hiervan bekend te maken.</p> <p>GEWOONLIJK GEBRUIK: Het vermakkijken van het vervoer van geclassificeerde informatie. Het SSN nummer is noodzakelijk om de persoon te identificeren die de geclassificeerde documenten overbrengt.</p> <p>VERPLICHTE OF VRIJWILLIGE MEDEDELING VAN INFORMATIE EN GEVOLG VAN HET WEIGEREN VAN INFORMATIEMEDELING: Personen worden toegelaten classificeerde documenten te vervoeren onder de voorwaarde dat ze de gevraagde informatie verlenen.</p>		
Datum van aflevering		Expiratiedatum
Naam en graad van de courier		SSN nummer van de courier
Organisatie		Identificatietype en aantal
Vertrekpunt	Overgangspunt(en)	Bestemming
Beschrijving van het pakket		
De documenten moeten worden	Terugbezorgd	Behouden bij het bestemmingspunt
<p>Ik heb de voorschriften van DoD 5200. 1-R, hoofdstuk 7, en DOD 5220.22.M gelezen en begrepen in verband met het in veiligheid stellen en het inpakken van geclassificeerde documenten. Wanneer ik zulke documenten in mijn bezitting heb, zal ik de volgende regels naleven:</p> <p>a. De documenten tweemaal inpakken alvorens ze te versturen.</p> <p>b. De documenten veilig opbergen indien ik in transit ben.</p> <p>c. Het geclassificeerd materiaal niet openen, lezen of erover praten in publieke plaatsen. Dit houdt ook voertuigen, treinen en vliegtuigen in.</p> <p>d. Geclassificeerde documenten niet zonder bewaking laten. Ik weet dat deze documenten op ieder moment in mijn beschikking moeten zijn, ook wanneer ik in publieke plaatsen ben en wanneer ik een maaltijd verbruik. Indien ik in de rij sta om reservaties te maken of terwijl ik wacht op een vervoermiddel, zal ik de documenten in mijn handen of tussen mijn voeten houden.</p> <p>e. Geclassificeerd materiaal opbergen in plaatsen die goedgekeurd zijn door de Amerikaanse Regering. Hotels vallen niet onder dat begrip.</p> <p>f. Het verlies of het stelen van geclassificeerd materiaal onmiddellijk melden bij de korst bijgelegen Amerikaanse contra-inlichtengendienst.</p>		
Handtekening van de Courier		
VUL DIT DEEL IN WANNEER DE DOCUMENTEN TERUGBEZORGD WORDEN		
Datum van Aflevering		Expiratiedatum
Vertrekpunt	Overgangspunt(en)	Bestemming
<p>Aan Wie Dit Leest: Ik verklaar dat het vervoer van deze documenten per courier uiterst belangrijk is voor de uitoefening van officiële functies en dat andere vervoermiddelen beschouwd werden maar niet doeltreffend zijn. Indien bijkomende informatie nodig is, gelieve de hieronder vermelde persoon te contacteren op telefoonnummer _____.</p>		
Naam, Graad en Handtekening van het Veiligheidshoofd van de Eenheid		

AE FORM 380-5E
Nov 89

THIS REPLACES EDITION DTD JUL 89, WHICH IS OBSOLETE

Figure 8-6. Sample Courier Orders (Dutch)

Felhatalmazás Titkos Anyagok Kézi Szállítására (USAREUR Supp 1 to AR 380-5)		
<i>1974-es személy adatok védelmére vonatkozó törvény által megkövetelt adatok</i> FELHATALMAZÁS: Executive Order 12958 CÉL: A személyi szám (SSN) a személyazonosság igazolásához szükséges. Ez a nyomtatvány birtokosát felhatalmazza arra, hogy a kézben szállított titkos anyagokat tartalmazó csomagot biztonsági ellenőrzési pontokon az információ felfedése nélkül átvigye. RUTINHASZNÁLAT: Kézben szállított titkos anyagok szállításának felgyorsítása. A személyi szám használata szükséges a titkos anyagot szállító személy személyazonosságának megállapításához. AMENNYIBEN A FELHATALMAZANDO SZEMÉLY NEM HAJLANDO A MEGKIVANT SZEMÉLYI ADATOKAT KISZOLGÁLTATNI: Azon személyek akik nem hajlandók a megkívánt személyi adatokat kiszolgáltatni, nem jogosultak titkos anyagok kézi szállítására.		
Kijáratás napja	A meghatalmazás lejártja	
Futár neve és beosztása	Futár személyi száma	
Szervezet	Személyazonosság igazolásának fajtája és száma	
Kijáratási hely	Transzferállomás(ok)	Rendeltetési hely
A csomag leírása		
A kézbesített anyagok/at <input type="checkbox"/> Vissza kell szolgáltatni <input type="checkbox"/> A rendeltetési helyen maradnak		
Elolvastam és tudomásul veszem a DOD 5200. 1-R, 7-es fejezet, és a DOD 5220.22.M rendeleteket, melyek a titkos anyagok felügyeletére illetve csomagolására vonatkoznak. A birtokomban lévő titkos anyagokat: a. Elküldésük előtt kettős csomagolóréteggel látom el. b. A szállítás közben az anyagot mindvégig jól becsomagolt állapotban tartom. c. A rámbízott anyagot nem nyitok ki, olvasom, tanulmányozom vagy vitatom meg semmiféle publikus helyre, ideértve járműveket, vonatokat illetve légi járműveket is. d. A rámbízott titkos anyagot soha nem hagyom felügyelet nélkül. Tudomásul veszem, hogy a rámbízott anyagnak mindig fizikailag a birtokomban kell lennie, még olyan esetekben is ha a mellékhelyiséget használom vagy étkezem. Ha valahol sorban kell állnom illetve valamilyen járműre várok továbbutazásom céljából, a titkos anyagot vagy kézben tartom vagy a két lábam közé a földre helyezhetem. e. A titkos anyagot csak a kormány által jóváhagyott helyen tárolhatom. A hotelek nem számítanak a kormány által jóváhagyott helynek. f. A titkos anyag ellopásáról vagy elvesztéséről azonnal jelentést teszek a legközelebbi USA kémelhárító szervezetnek.		
Futár aláírása		
EZT A RÉSZT AZ ANYAG VISSZSZOLGÁLTATÁSÁHOZ TÖLTSE KI		
Kijáratás napja	A megbízás lejártja	
Kijáratási hely	Transzferállomás(ok)	Rendeltetési hely
Tisztelt illetékesek: Alulírott kijelentem, hogy a szóban forgó anyag futárral történő küldése szükséges a hivatalos ügyek intézéséhez. Az anyag más úton való eljuttatását megvizsgáltuk és alkalmatlannak találtuk. Ha további felvilágosításra van szükségük, kérem hívják az alábbi számot. _____.		
Név, Rang, Az egységi biztonsági felelősének aláírása		

AE FORM 380-5E
Nov 89

THIS REPLACES EDITION DTD JUL 89, WHICH IS OBSOLETE

Figure 8-7. Sample Courier Orders (Hungarian)

GİZLİ EVRAĞIN PAKETLENMESİ VE KORUNMASINDA BAŞVURULAN (USAREUR EK 1 to AR 380-5)		
<p align="center">1974 KİŞİLİK YASASI UYARINCA İSTENEN BİLGİ</p> <p>YETKİLİ MAKAM: Yetki Emri 12356</p> <p>BAŞLICA AMAÇ (LAR): SSN kimlik tespit amacıyla istenmektedir. Bu form, gizlilik dereceli bilgi içeren paketlerin elden taşınmasında, güvenlik kontrol noktalarından içerdikleri bilginin açıklanmadan geçirilmelerini sağlamak amacıyla yetki vermektedir.</p> <p>RUTİN KULLANIM: Elden taşınan gizlilik dereceli evrağın taşınmasını hızlandırmak. Bu durumlarda gizlilik dereceli belgeleri taşıyan kişinin pozitif kimlik tespiti için SSN kullanımı gerekmektedir.</p> <p>MECBURİ VEYA GÖNÜLLÜ AÇIKLAMA VE BİLGİ VERMEK İSTEMEYEN KİŞİLERE ETKİŞİ: İstenen bilgiyi vermeyen kişilere elden gizlilik dereceli evrak taşıma yetkisi verilmeyecektir.</p>		
Geliş Tarihi	Bitiş Tarihi	
Kuryenin Adı ve Rütbesi	Kuryenin SSN Numarası	
Organizasyon	Kimlik Türü ve Numarası	
Hareket Yeri	Transfer Noktası	Varış yeri
Paketin tanımı		
Dökümanlar	<input type="checkbox"/> Geri Getirilecek	<input type="checkbox"/> Varış Yerinde Alınacak
<p>Gizli evrağın paketlenmesi ve korunmasında başvurulacak DOD 5200.1-R bölüm 7 ve DOD 5220.22.M koşullarını okudum ve anladım. Gizli evrak benim üzerimde olduğu sürece:</p> <p>a. Postayla gidecekse çift zarfa koyacağım.</p> <p>b. Malzemeyi taşıma sırasında uygun şekilde mühürleyeceğim.</p> <p>c. Gizli evrağı, insanların olduğu araçlarda uçaklarda ve trenlerde açmayacağım ve tartışmayacağım.</p> <p>d. Hiç bir zaman gizli evrağı yalnız bırakmayacağım. Her zaman çeşitli işler yaparken, yemek yerken bile evrağın aklımda olması gerektiğini biliyorum. Yer ayırtmak için bir kuyrukta beklerken gizli evrağı ya elimde ya da bacaklarımın arasında tutacağım.</p> <p>e. Evrağı yalnızca devletin onayladığı binalarda muhafaza edeceğim. Oteller devletin onayladığı binalar değildir.</p> <p>f. Gizli evrak çalındığında ya da kaybolduğunda derhal en yakın Amerikan CIA sına bildireceğim.</p>		
Kuryenin İmzası		
BU BÖLÜMÜ MALZEMENİN DÖNÜŞÜ İÇİN DOLDURUN		
Geliş Tarihi	Bitiş Tarihi	
Ayrılış Yeri	Transfer Noktası	Gideceği Yer
<p>İlgililere: Bu evrağın bir kurye tarafından taşınmasının resmi ilişkilerde bir acil durum olduğunu belirtirim. Taşınmanın başka yollarla yapılması düşünüldü ancak bu pratik değil. Eğer daha fazla bilgi istenirse lütfen aşağıdaki telefon numarası ile ilişki kurun. _____.</p>		
Birlik Güvenlik Müdürü, İsim Rütbe İmza		

AE FORM 380-5E
Nov 89

THIS REPLACES EDITION DTD JUL 89, WHICH IS OBSOLETE

Figure 8-8. Sample Courier Orders (Turkish)

DOVERLIV MATERIJAL SPROVODNA DOZVOLA (USAREUR Supp 1 to AR 380-5)		
<p style="text-align: center;">PODATOCI OBEZBEDENI OD PRIVATNIOT ACT 1974</p> <p>AVTORITET: IZVRSNA NAREDBA 12958</p> <p>OSNOVNA NAMERA(I): SS brojot baran za identifikacioni potrebi. Formularot dozvoluva sproveduvanje na paketi sto sodrzi doverlivi informaciji niz sigurnosni premiji, pritoa bez izdavanje na informaciskiot soдрzaj.</p> <p>RUTINSKI UPOTREBI: Da izvrsuva sproveduvanje na doverlivi informacii. Upotrebat na SS brojot e neophoden zaradipozitivnoto identifikuvanjena licnosta sto ke go sproveduva doverliviот materijal.</p> <p>ZADOLZITELNO ILI DOBROVOLNO OBJAVUVANJE I EFEKT NA LICNOST BEZ OBEZBEDUVANJE INFORMACII: Na licnostite nema da im bide dozvoleno da sproveduva doverlivi informacii dokolku ne gi dadat potrebните informacii.</p>		
Datum na izdavanje		Datum na izminuvanje
Kurirot, Ime i Rank		Kurirot SS broj
Organizacija		Tip i broj na identifikacija
Mesto na poaganje	Mesto na Premij(I)	Destinacija
Opis na paketot		
Dokumentite treba da bidad <input type="checkbox"/> Vrateni <input type="checkbox"/> Zadržani na Destinacijata		
<p>Jas fi imam procitano odredbite na DOD 5200. 1-R, podglavie 7, i DOD 5220.22.M, kako sto se preminuvaat i zacuvuvaat na paketite so doverliviот materijal. Koga Doverliviот materijal ke bide vo moja zadolzitelnost, Jas ke:</p> <p>a. Go zavitkam materijalot dvapati pred isprakanje.</p> <p>b. Zapecatam materijalot propisno dodeka e vo tranzit.</p> <p>c. Bez otvaranje, citanje, proucuvanje, ili diskutiranje na doverliviот materijal na nekoe javno mesto vklucuvajki vozila, vozovi, i avioni.</p> <p>d. Ne ostavajki go materijalot bez prisustvo vo bilo koe vreme. Jas razbiram oti materijalot treba da ostane vo moja fizicka sopstvenost vo sekoe vreme skulucuvajki koristenje javni mesta i mesta na jadenje. Dodeka cekam na red za rezervacii ili dodeka cekam za prevoz, Jas ke go cuvam doverliviот material vo race ili megu nozete.</p> <p>e. Skladiranje na doverliviот materijal samo vo Drzavni dozvoleni ustanovi. Hoteli ne se Drzavni dozvoleni ustanovi.</p> <p>f. Prijavuvanje na ukraden ili izguben doverliv materijal hitno da se prijavi na Amerikanski kontrarazuznavacka sluzba.</p>		
Potpis na Kurirot		
DOPOLNI GO OVOJ DEL ZA VRAKANJE NA MATERIJAL		
Datum na izdavanje		Datum na izminuvanje
Mesto na poaganje	Mesto na Premij(I)	Destinacija
Do kogo se odnesuva: Jas izjavuvam oti preminuvanje na ovoj materijal po kurir e po hitnost vo sproveduvanje na oficijalen biznis, i preminuvanjeto pod drugi nacini bilo razgledano i e ne practicno. Ako se potrebni podetalni iformacii, ve zamoluvame kontaktirajte so potpisaniот telefonski broj _____.		
Ime, Cln, Potpis na Edinicata za Bezbednost Menager		

AE FORM 380-5E
Nov 89

THIS REPLACES EDITION DTD JUL 89, WHICH IS OBSOLETE

Figure 8-9. Sample Courier Orders (Macedonian)

OVLA[] EWE ZA PRENO[EWE POVERQIVIH MATERIJALA (USARESEUR dodatak 1AR 380-5)		
INFORMACIJE PREMA ODREDBI O PRIVATNOSTI OD 1974 GODINE IZDAJE: Izvr{no nare ewe 12958 OSNOVNI CIQEVI: Broj socijalnog osigurawa (SSN) je potreban zbog identifikacije. Ovim formularom ovla uje se preno(ewe paketa sa poverqivim informacijama kroz kontrolne ta-ke obezbe ewa a da se pri tom ne otkriju podaci sadr'ani u paketu. RUTINSKA UPOTREBA: Ubrzati preno(ewe poverqivih informacija. Upotreba SSN-a je neophodna radi pozitivne identifikacije osobe koja prenosi poverqivi materijal. OTKRIVAWE PODATAKA PO NAREWEU ILI DOBROVOQNO I POSLEDICE PO OSOBI KOJA NIJE OBEZBEDILA PODATKE: Osobe ne e biti ovla ene da prenose poverqive informacije sve dok ne nabave tra'ene informacije.		
Datum izdavawa	Va'i do	
Ime i stepen kurira	SSN kurira	
Organizacija	Tip i broj identifikacije	
Ta-ka polaska	Ta-ka(e) transfera	Destinacija
Opis paketa		
Dokumenti treba da budu <input type="checkbox"/> Vra eni <input type="checkbox"/> Zadr'ani na destinaciji		
Pro-itaao sam i razumeo propise iz DOD 5200.1-R, glava 7, i DOD 5220.22 M, koji se odnose na za[titu i pakovawe poverqivih materijala. Kada je poverqiv materijal u mom posedu, ja u: a. Dva puta zaviti materijal pre ispra awa. b. Za vreme tranzita pravilno zape-atiti materijal. c. Ne u otvarati, -itati, prou-avati poverqivi materijal ili razgovarati o wemu na bilo kom javnom mestu, ukqu-uju i vozila, vozove i avione . d. Nikad ne u ostaviti poverqivi materijal bez nadzora. Jasno mi je da materijal mora ostati u mom fizi-kom posedu celo vreme, pa i pri kori(}ewu javnih objekata i za vreme obroka. Dok -ekam rezervaciju ili prevoz, -uva u poverqivi materijal u rukama ili me u stopalima. e. ^uva u poverqivi materijal samo na mesta odobrena od Vlade. Hoteli nisu objekti odobreni od Vlade. f. Ako je poverqivi materijal ukraden ili izgubqen, odmah u prijaviti u najbli'o j kontraobave{tajnoj jedinici SAD.		
Potpis kurira		
POPUNITE OVAJ DEO ZA VRA AWE MATERIJALA		
Datum izdavawa	Va'i do	
Ta-ka polaska	Ta-ka(e) transfera	Destinacija
Za onog kome se odnosi: Tvrdim da je preno(ewe ovog materijala kurirom hitno zbog izvr(ewa oficijalnih poslova i da je uzeto u vid preno(ewe na drugi na-in, ali to nije bilo prakti-no. Ako su potrebne dodatne informacije, molim vas javite se na slede i telefonski broj_____.		
Ime, -in i potpis (efa bezbednosne jedinice		

AE FORM 380-5E
Nov 89

THIS REPLACES EDITION DTD JUL 89, WHICH IS OBSOLETE

Figure 8-10. Sample Courier Orders (Serbo-Croatian)

AUTORIZIMI PER TE TRANSPORTUAR MATERIALE TE KLASIFIKUARA (USAREUR Supp 1 to AR 380-5)		
INFORMACIONET QE KERKOHEN NE BAZE TE LIGJIT PER PRIVATITET PREJ 1974 AUTORITET: Urdher Ekzekutiv 12356 QELLIMI(ET) KRYESOR(E): Numri i Social Sigurimit eshte i nevojshem per qellimet e identifikimit. Dokumenti e autorizon mbajtesin e paketit ne te cilin gjenden informata te klasifikuara te kalon neper pike kalimin pa me i treguar informatat qe gjenden mbrenda. PERDORIMI RUTINE: Te shpejtohet dorembajtja e informatave te klasifikuara. Perdorimi i numrit te Social Sigurimit eshte i nevojshem per te identifikuar pozitivisht personin i cili e mban materialin e klasifikuar. TE DHENAT TE DETYRSHME DHE VULLNETARE DHE EFEKTE PER PERSONIN QE NUK JEP INFORMATA: Personi nuk do te lehohet te mban informata te klasifikuara nese nuk i jep informatat e nevojshme.		
Data e Dorezimit	Data Kur i Kalon Afati	
Emri Dhe Mbremeri i Kuririt Dhe Grada	NSS i Kuririt	
Organizata	Lloji Dhe Numri i Identifikimit	
Pike Nisja	Pika e Transferimit	Pika e Destinimit
Pershkrimi i Paketes		
Dokumentat te: <input type="checkbox"/> Kethehen <input type="checkbox"/> Mbahen ne Piken e Destinimit		
Une i lezoza dhe i kuptova kerkesat te DOD 5200. 1-R, chapter 7, dhe DOD 5220.22.M, Si qe i takon per paketimin dhe sigurimin e materialit te klasifikuar. Kur materiali i klasifikuar eshte ne dorezimin tim, une do te:		
a. Mbeshtjell materialin dy here para ta dergoj. b. Mbuloj materialin ne menyre te nevojshme per transitit. c. Mos e hap, lexo, meso, ose diskuto materialin e klasifikuar ne asnje vend publik duke, marre parasush makinat, trenat, dhe avionat. d. Mos e ler materialin e klasifikuar pa mbikqyrje asnjehere. Une kuptoj se materiali duhet te jete ne pranine teme fizike gjithe kohes si dhe gjate perdorimit te vendeve publike dhe gjate ngrenjse se usqimeve. Nese une pres ne rresht per rezervime ose gjate pritjes per transportim une do te mbaj materialin e klasifikuar ne duart e mija ose ndermjet kembeve te mija. e. Vendosi materialet e klasifikuara vetem ne vendet e caktura nga qeveria. Hotelet nuk jane vendet e caktura nga qeveria. f. Raporto materialin e klasifikuar te vjedhur ose te humbur menjehere tek autoritetet e kundraspionazhes te Shteteve te Bashkuara te Amerikes, ne vendim me te afert.		
Nenshkrimi i Kuririt		
KOMPLETO KETE SEKSION PER MATERIALET TE KETHYERA		
Data e Dorezimit	Data Kur i Kalon Afati	
Pike Nisja	Pika e Transferimit	Pika e Destinimit
Une deklaroj se transmetimi i ketij materiali nga kuriri eshte urgjent ne kryerjen e punes oficiale, dhe transmetimi ne menyra tjera eshte marre parasysht por nuk ka qene praktik. Nese ju duhen informata me te hollesishme, luteni ta kontaktoni kete numer telefoni _____.		
Emri, Grada, Nenshkrimi i Direktorit te sigurimit te njesise		

AE FORM 380-5E
Nov 89

THIS REPLACES EDITION DTD JUL 89, WHICH IS OBSOLETE

Figure 8-11. Sample Courier Orders (Albanian)

Paragraph 8-15, Handcarrying or Escorting Classified Material Aboard Commercial Passenger Aircraft. Add subparagraph c as follows:

c. The approval authority for requests to escort or handcarry classified information aboard a commercial passenger aircraft flying to the continental United States (CONUS) or across international borders is the commander of the USAREUR or tenant commands. Personnel assigned the duty of escorting or handcarrying classified information will be briefed thoroughly according to the basic AR, chapter 8, section IV, before leaving their duty station.

(1) This approval authority applies to escorting or handcarrying classified collateral information other than CNWDI, COMSEC, NATO, or RODCA material and is limited to--

(a) Surface travel (Government or privately owned vehicle, rail, or ship) across international borders to and from NATO nations.

(b) U.S.-flag commercial aircraft to CONUS and (if available) between NATO nations.

(c) One-way travel (that is, classified material sent by registered mail for the return trip to the unit).

(2) Requests to escort or handcarry classified material will be made only in an emergency. If known far enough in advance (2 to 3 weeks), the material will be sent by registered mail or other method according to the basic AR, chapter 8, section I.

(3) Requests to escort or handcarry classified material in a situation that is not an emergency will be sent through command channels by secure means to the Commander, USAREUR/7A, ATTN: AEAGB-SAD-S, Unit 29351, APO AE 09014, and include the information required by the basic AR, paragraph 8-4.

NOTE: This paragraph does not apply to contractors (DOD 5220.22-M, para 5-403).

Paragraph 9-4, Cleared Personnel. Add subparagraph c as follows:

c. On-line or correspondence courses on security training conducted by the Defense Security Service Training Office, 881 Elkridge Landing Road, Linthicum, MD 21090 (fig 9-1), can be found at <http://www.dss.mil>.

(1) Correspondence-course training on the basic AR and other security publications is covered in the Safeguarding Defense Information and Record Checks courses.

(2) A soldier may be eligible for promotion points after successfully completing a DSS correspondence course. Servicing military personnel centers can provide more information.

(3) Additional courses of interest are the Defense Industrial Security Programs I and II. Personnel should also check with education centers for security courses.

Paragraph 9-10, Original Classifiers. Add subparagraph d as follows:

d. The booklet "Orientation for Original Classification Authorities (OCA)" is provided to each OCA. This booklet comes with a video and information sheets that may be used to brief the OCA annually.

Paragraph 9-13c, Critical Nuclear Weapons Design Information Briefing. Add the following:

Personnel requiring access to CNWDI will contact ODCSINT, HQ USAREUR/7A, by writing to the Commander, USAREUR/7A, ATTN: AEAGB-SAD-S, Unit 29351, APO AE 09014.

DEFENSE SECURITY SERVICE (DSS) ACADEMY

The following explains how to register for Educational Network Registration and On-Line Learning (ENROL):

- Find the ENROL website at <http://www.dss.mil>.
- Click on the *Academy* icon.

ENROL is a user-friendly, on-line registration and learning system for security training courses. Users may--

1. Take the ENROL on-line tour, create or update an account, and register for a class on-line.
2. Browse course catalogs and class schedules.
3. Receive enrollment confirmation by e-mail.*
4. Request placement on a waiting list if a class is full.
5. View upcoming classes registered for or past classes taken.

***NOTE:** Before enrolling in a course with DSS (other than on-line), applicants must ensure that TDY funds have been approved.

Figure 9-1. DSS Academy Enrollment Information

Paragraph 9-15, General Policy. Add subparagraphs e and f as follows:

e. Individuals who terminate their employment, are absent from duty for more than 60 days, or are permanently changing stations will--

(1) Sign DA Form 2962 (Security Termination Statement).

(2) Initial DA Form 2962 to verify that they have read the applicable sections of Title 18, United States Code (basic AR, section II, paras 10-11 through 10-17).

f. When an individual refuses to sign DA Form 2962, the DA Form 2962 and DA Form 5248-R (Report of Unfavorable Information for Security Determination) will be sent to the Commander, Central Clearance Facility, Fort Meade, MD 20755-5250.

Paragraph 10-1, General Policy. Add subparagraphs e and f as follows:

e. U. S. Classified Information.

(1) Every suspected and confirmed security violation report (including preliminary reports and AR 15-6 investigations) involving Secret continuous administrative accountability and Top Secret documents or information will be sent through command channels to the Commander, USAREUR/7A, ATTN: AEAGB-SAD-S, Unit 29351, APO AE 09014. The ODCSINT will make all other required reports.

(2) Security violation reports involving Secret, noncontinuous administrative accountability, and Confidential documents that clearly rule out compromise or suspected compromise will be reported to the intelligence officer (G2 or S2) of the appropriate USAREUR or tenant command (UR 10-5, app A).

(3) When compromise or suspected compromise cannot be ruled out, security violation reports will be sent to the Commander, USAREUR/7A, ATTN: AEAGB-SAD-S, Unit 29351, APO AE 09014.

(4) HQ USAREUR/7A security managers will send suspected and confirmed security violation reports (including preliminary reports and AR 15-6 investigations) and information involved to the ODCSINT (AEAGB-ISD-S) for review and adjudication.

f. NATO Classified Information. Every suspected and confirmed security violation report (including preliminary reports and AR 15-6 investigations) involving NATO classified documents, regardless of the level of classification of documents or information involved, will be sent to the Commander, USAREUR/7A, ATTN: AEAGB-SAD-S, Unit 29351, APO AE 09014.

Paragraph 10-9, Unauthorized Absences, Suicides, or Incapacitation. Add subparagraphs a and b as follows:

a. USAREUR Commands. Within 72 hours after receiving a report of an unauthorized absence of military or civilian personnel assigned to USAREUR who had recent access to Secret or higher-classified information, the security manager of the USAREUR command or HQ USAREUR/7A staff office to which the missing individual is assigned will send a Priority Action message to the ODCSINT, HQ USAREUR/7A, as shown in figure 10-1. Intermediate command addressees will be included as information addressees. If there is an indication that the absentee has defected, immediate telephonic notification and an electrical message report are required.

b. USAREUR Tenant Commands. Security managers of USAREUR tenant commands (UR 10-5, app A) to which missing personnel are assigned will follow the procedures in a above and include “CDRUSAREUR DCSINT HEIDELBERG GE//AEAGB-SAD-S//” as either the action- or information-addressee on knowledgeable absent without leave (KAWOL) reporting messages.

Paragraph 10-10, Negligence. Add the following:

Local procedures for reporting security violations will be emphasized during unit training.

PRIORITY ACTION ADDRESSEE: CDRUSAREUR DCSINT HEIDELBERG GE//AEAGB-SAD-S//

INFORMATION ADDRESSEES: Intermediate command levels between reporting unit and the CG, USAREUR/7A.

1. Name, rank, and SSN of missing person.
 2. Date and place of birth of missing person.
 3. Organization and station where the individual is assigned.
 4. Date of absence, detention, or defection.
 5. Place of absence, detention, or defection.
 6. Last known location.
 7. Home of record.
 8. Next-of-kin with address.
 9. Level of security clearance.
 10. Nature of current access and initial assessment of damage or potential damage, if applicable.
 11. For KAWOL and military absentee in a foreign country: Provide a reason for and circumstances surrounding the individual's going AWOL or indications of defection, intent to defect, or detention.
 12. For defectors or detainees: Summarize the circumstances surrounding the defection or detention.
 13. Other pertinent information.
 14. POC name and telephone number.
-

Figure 10-1. Format for Reporting Unauthorized Absences

Appendixes after appendix I, add appendixes J through L as follows:

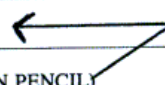
APPENDIX J CLASSIFIED DOCUMENT ACCOUNTABILITY PROCEDURES

J-1. GENERAL

- a. DA Form 3964 (Classified Document Accountability Record) is used for single-entry active and inactive document-control registers.
- b. DA Form 455 (Mail and Document Register) is used for either single- or multiple-entry document-control registers. The decision to use the form as a single- or multiple-entry register is up to the document-control officer.
- c. Message centers may use DA Form 4011 (Telecommunications Center Delivery List) for multiple-entry control registers.
- d. DA Form 3964 is usually used as a--
 - (1) Documented receipt.
 - (2) Certificate of destruction (CD).
 - (3) Document-control copy.
- e. Message centers may use DA Form 4011 as a multiple-message receipt.
- f. AE Form 380-5A (Multiple Classification Message Destruction Record) may be used as a multiple CD for messages.
- g. DA Form 455, DA Form 4011, associated files, and CD files will be maintained for Top Secret and continuous administrative accountability (CAA) Secret documents.

J-2. ACTIVE CONTROL REGISTER AND LOG

- a. Separate active control registers will account for Top Secret and CAA Secret documents on file, regardless of the date of the document. Either DA Form 3964 or DA Form 455 may be used as active control registers (fig J-1 and J-2). Registers will be maintained in serial control-number sequence by calendar year. Custodians will delete control numbers assigned to documents by previous activities on accountability records and initial the record. Only the custodian may alter accountability documents. The assigned serial control number and the copy number will be marked on the document's front cover or first page (if no front cover exists) and the first page of all annexes, appendixes, tabs, and enclosures. Custodians will not assign new control numbers to active documents carried forward from previous calendar years.
- b. A verification memorandum (fig J-3) indicating the last control number used during a particular calendar year will be filed with the active control register for that year.
- c. When all material described on the active control register copy of the DA Form 3964 or DA Form 455 is transferred, destroyed, or declassified permanently, the form will be transferred to the inactive control register.

CLASSIFIED DOCUMENT ACCOUNTABILITY RECORD						DATE	
For use of this form, see AR 380-5; the proponent agency is the Office, Assistant Chief of Staff for Intelligence.							
SECTION A - GENERAL							
TO:				FROM:			
DATE RECEIVED 21 April 2000		ACTION OFFICE(S)		SUSPENSE DATE(S)		REGISTER OR CONTROL NO.	
CONTROL LOG OR FILE NO.	CLASSIFICATION	NUMBER OF COPIES	DESCRIPTION (Type, File Ref., Unclassified Subject or Short Title and Number of Indorsements/Incls)			DATE OF DOCUMENT	ORIGINATOR
G2-S-007-00	S(N)	4	CY 1, 2, 3, 4 OF 4 COPIES OF STUDY, SUBJ: HOW TO CONTROL DOCUMENTS (U) WITH ANNEXES A, B, C (WITH TAB A), D AND ENCLOSURES 1 AND 2			150400	HQ USAREUR ATTN AEAGB-ISD-S
CAN BE	S OR TS		DEPENDING ON REGISTER SERIES				
SECTION B - ROUTING							
TO		COPY NO.	DATE	I ACKNOWLEDGE RECEIPT OF THE MATERIAL DESCRIBED HEREON			
				PRINTED NAME		SIGNATURE	
1. FILE		1,2,3,4	210400	SAFE 1, DRAWER 1, FILE 1		 IN PENCIL	
2.				(NOTE: THIS ENTRY IS MADE			
3.							
4.							
5.							
SECTION C - DESTRUCTION CERTIFICATE (Check appropriate block)							
MATERIAL DESCRIBED HEREON HAS BEEN:						PAGE OR COPY NO	
<input type="checkbox"/> DESTROYED <input type="checkbox"/> TORN IN HALF AND PLACED IN A CLASSIFIED WASTE CONTAINER (AR 380-5)							
OFFICE SYMBOL	DATE	PRINTED NAME OF CUSTODIAN OR REP			SIGNATURE		
DESTRUCTION RECORD NO.	DATE	PRINTED NAME OF CERTIFYING/DESTR. OFF.			SIGNATURE		
PAGE OR COPY NUMBER	DATE	PRINTED NAME OF WITNESSING OFFICIAL			SIGNATURE		
SECTION D - REPRODUCTION AUTHORITY							
NUMBER OR COPIES TO BE REPRODUCED		AUTHORIZED BY			DATE		
SECTION E - RECEIPT/TRACER ACTION (Check appropriate block)							
<input type="checkbox"/> RECEIPT OF DOCUMENT(S) ACKNOWLEDGED <input type="checkbox"/> DOCUMENT(S) HAVE NOT BEEN RECEIVED							
<input type="checkbox"/> TRACER ACTION: SIGNED RECEIPT FOR MATERIAL DESCRIBED ABOVE HAS NOT BEEN RECEIVED.							
DATE	PRINTED NAME, GRADE OR TITLE			SIGNATURE			
COMMENTS							

DA FORM 3964, JUL 79

EDITION OF 1 NOV 72 IS OBSOLETE.

USAPPG V2.00

Figure J-1. Sample Active Control Register (DA Form 3964)

CONTROL LOG OR FILE NO.	DATE REC'D	C L A S	NO. OF CYS	DESCRIPTION (Type, File Reference, Unclassified Subject or Short Title, No. of Pages, Copy Numbers, etc.)	ORIGINATING AGENCY	DATE OF DOCU- MENT	ROUTED TO	REMARKS (Disposition, Dist'n Cert, No. and Date, Custodian Signature, etc.)
G2-S-007-00	210400	S (N)	4	CY 1, 2, 3, 4 OF 4 COPIES OF STUDY, SUBJ: HOW TO CONTROL DOCUMENTS (U) WITH ANNEXES A, B, C (WITH TAB A, D AND ENCLOSURES 1 AND 2)//////////////////// //////////////////// NOTHING FOLLOWS////////////////////	HQ U/7A	150400	G3OPS G4PLN	220400 R-S-1-00 (CY 1) 220400 R-S-2-00 (CY 2) CD-S-1-00 (CY 3) CY 4-FILE, SAFE 1, DWR 1, FILE 1 (PENCIL ENTRY)

DA FORM 455, JUL 62

REPLACES EDITION OF 1 JAN 57, WHICH IS OBSOLETE.

MAIL AND DOCUMENT REGISTER

For use of this form, see AR 380-5; the proponent agency
is Office of the Assistant Chief of Staff for Intelligence.

PAGE NO.

USAPPC V2.20

Figure J-2. Sample Active Control Register (DD Form 455)

OFFICE SYMBOL

DATE

MEMORANDUM FOR Security Manager

SUBJECT: Verification of Last Active Register Serial Number

1. I verify that the last active control register serial number used in calendar year (CY) 1999 was GS-S-87-99. The last receipt serial number used in CY 99 was R-S-55-99. The last certificate of destruction (CD) serial number used in CY 99 was CD-S-44-99.
2. The CDs apply only to the G2 continuous-administrative-accountability Secret documents.

JOHN WRIGHT
SFC, USA
Document Custodian

MARY SPRINGER
CPT, MI
Security Manager

(NOTE: Separate verifications are required for Top Secret accountability documents.)

Figure J-3. Sample Verification Memorandum

J-3. INACTIVE CONTROL REGISTER AND LOG

a. Separate inactive document control registers will account for Top Secret and CAA Secret documents that have been transferred, destroyed, or permanently declassified during the calendar year. Inactive register copies of DA Form 3964 or DA Form 455 (fig J-4) will be kept in serial control number sequence by calendar year of transfer, destruction, or declassification. For example, a document from 1988 disposed of in 1999; that is the last transaction for that control number occurred in 1992 will be accounted for in the 1988 inactive control register and will be cross-referenced by marking the 1988 inactive copy with the applicable receipt control number and CD control numbers, as appropriate.

b. Inactive control register copies of DA Form 3964 or DA Form 455 will be kept on file following the 31 December calendar year cutoff date as indicated below:

- (1) Cosmic and Cosmic Atomal -- 10 years.
- (2) Top Secret -- 5 years.

CONTROL LOG OR FILE NO.	DATE REC'D	C L A S	NO. OF CYS	DESCRIPTION (Type, File Reference, Unclassified Subject or Short Title, No. of Pages, Copy Numbers, etc.)	ORIGINATING AGENCY	DATE OF DOCU- MENT	ROUTED TO	REMARKS (Dispositions, Date to Cert No. and Date, Custodian Signature, etc.)
G2-S-007-00	160600	S (N	1 1	<p>11-11-11</p> <p>CY 1, 2, 3, 4 OF 4 COPIES OF STUDY, SUBJECT: HOW TO CONTROL DOCUMENTS (U), WITH ANNEXES A, B, C (WITH TAB A), D AND ENCLOSURES 1 AND 2///////// //////////NOTHING FOLLOWS//////////</p>	HQ U/7A	150400	GS3OPS G4PLN	220400 R-S-1-00 (CY 1) 220400 R-S-2-00 (CY 2) CD-G2-S-01-00 (CY 3) CD-G2-S-50-00 (CY 4)

DA FORM 455, JUL 62

REPLACES EDITION OF 1 JAN 57, WHICH IS OBSOLETE.

MAIL AND DOCUMENT REGISTER

For use of this form, see AR 380-5; the proponent agency
is Office of the Assistant Chief of Staff for Intelligence.

PAGE NO.

USAMPS Y2.20

Figure J-4. Sample Inactive Control Register (DD Form 455)

(3) Secret -- 2 years.

J-4. RECEIPTS

a. Permanent receipts will be filed in serial-receipt-number sequence and kept for 2 years after the 31 December cutoff date of the calendar year in which the transfer took place (fig J-5). Only paper copies of documents will be transferred between activities. A separate receipt-number series will be used for Top Secret and other CAA Secret documents.

b. The inactive register of DA Form 3964 or DA Form 455 for permanently transferred documents will indicate the serial receipt number for cross-referencing. The active register copy of DA Form 3964 or DA Form 455 will indicate the serial-receipt number assigned to transferred material if only a portion of the document described under a serial control number is transferred permanently (fig J-6).

c. Custodians will maintain a receipt suspense file. Receipts will be returned to the sender within 15 days of dispatch. Tracer action will be initiated within 30 days after dispatch when the addressee has not returned a signed receipt.

d. Temporary internal receipts will be recorded in the routing section of the appropriate control register copy of DA Form 3964 or DA Form 455 by signature of the recipient with the date and copy number.

(1) If more space is required to account for the complete disposition, the custodian may use the back of DA Form 3964 and continuation pages if needed.

(2) On return to custodial files, the custodian will line through the initial temporary-receipt entry in ink.

(3) Documents signed for on temporary receipts will be returned to the custodian at the close of daily business unless the office of the temporary recipient has an adequate storage facility.

(4) When storage facilities are adequate, the custodian will provide guidance on retention. If the document must be held longer than 90 days, the custodian will consider a permanent transfer of the documents. Custodians will inspect temporarily receipted documents at least once every 90 days (fig J-7).

J-5. DOCUMENT CONTROL COPIES.

a. A copy of DA Form 3964 with the appropriate active-document-register serial number and description of the document, to include the document copy number, will be attached to each paper copy of controlled material so that the classification markings stamped on the document are visible. The copy of DA Form 3964 will be marked or stamped in the bottom of the "description" block as follows:

DOCUMENT COPY – DO NOT REMOVE

NOTE: The document-control copy will be used as the CD when the document is destroyed (fig J-8).

b. Microforms (for example, microfilm, microfiche) do not require a document control copy. A CD will be prepared for each microform document destroyed.

CLASSIFIED DOCUMENT ACCOUNTABILITY RECORD						DATE	
For use of this form, see AR 380-5; the proponent agency is the Office, Assistant Chief of Staff for Intelligence.							
SECTION A - GENERAL							
TO:				FROM:			
DATE RECEIVED 21 APRIL 2000		ACTION OFFICE(S)		SUSPENSE DATE(S)		REGISTER OR CONTROL NO.	
CONTROL LOG OR FILE NO.	CLASSIFICATION	NUMBER OF COPIES	DESCRIPTION (Type, File Ref., Unclassified Subject or Short Title and Number of Indorsements/Incls)			DATE OF DOCUMENT	ORIGINATOR
GS-S-007-00	S (N)	4 1	CY 222, 4 OF 4 COPIES OF STUDY, SUBJ: HOW TO CONTROL DOCUMENTS (U) WITH ANNEXES A, B, C (WITH TAB A), D AND ENCLOSURES 1 AND 2 ///////////////////////////////////NOTHING FOLLOWS////////////////////////////////////			150400	HQ USAREUR ATTN AEAGB-ISR-S
SECTION B - ROUTING							
TO		COPY NO.	DATE	I ACKNOWLEDGE RECEIPT OF THE MATERIAL DESCRIBED HEREON			
				PRINTED NAME		SIGNATURE	
1. G3 OPS		1	220400	R-S-1-00			
2. G4 PLANS		2	220400	R-S-2-00			
3. DEST		3	220400	CD-S-1-00			
4. FILE		4	221000	SAFE 1, DWR 1, FILE 1			
5.			210400	(NOTE: PENCIL ENTRY)			
SECTION C - DESTRUCTION CERTIFICATE (Check appropriate block)							
MATERIAL DESCRIBED HEREON HAS BEEN:						PAGE OR COPY NO	
<input type="checkbox"/> DESTROYED <input type="checkbox"/> TORN IN HALF AND PLACED IN A CLASSIFIED WASTE CONTAINER (AR 380-5)							
OFFICE SYMBOL	DATE	PRINTED NAME OF CUSTODIAN OR REP			SIGNATURE		
DESTRUCTION RECORD NO.	DATE	PRINTED NAME OF CERTIFYING/DESTR. OFF.			SIGNATURE		
PAGE OR COPY NUMBER	DATE	PRINTED NAME OF WITNESSING OFFICIAL			SIGNATURE		
SECTION D - REPRODUCTION AUTHORITY							
NUMBER OR COPIES TO BE REPRODUCED		AUTHORIZED BY			DATE		
SECTION E - RECEIPT/TRACER ACTION (Check appropriate block)							
<input type="checkbox"/> RECEIPT OF DOCUMENT(S) ACKNOWLEDGED <input type="checkbox"/> DOCUMENT(S) HAVE NOT BEEN RECEIVED							
<input type="checkbox"/> TRACER ACTION: SIGNED RECEIPT FOR MATERIAL DESCRIBED ABOVE HAS NOT BEEN RECEIVED.							
DATE	PRINTED NAME, GRADE OR TITLE			SIGNATURE			
COMMENTS							

DA FORM 3964, JUL 79

EDITION OF 1 NOV 79 IS OBSOLETE.

USAPPG V2.00

Figure J-5. Sample Permanent Receipt (DA Form 3964)

CLASSIFIED DOCUMENT ACCOUNTABILITY RECORD						DATE	
For use of this form, see AR 380-5; the proponent agency is the Office, Assistant Chief of Staff for Intelligence.							
SECTION A - GENERAL							
TO:				FROM:			
DATE RECEIVED 21 APRIL 2000		ACTION OFFICE(S)		SUSPENSE DATE(S)		REGISTER OR CONTROL NO.	
CONTROL LOG OR FILE NO.	CLASSIFICATION	NUMBER OF COPIES	DESCRIPTION (Type, File Ref., Unclassified Subject Short Title and Number of Indorsements/Incls)			DATE OF DOCUMENT	ORIGINATOR
GS-S-007-00	S (N)	4 41	448 CY 1-2-3 4 OF 4 COPIES OF STUDY, SUBJ: HOW TO CONTROL DOCUMENTS (U) WITH ANNEXES A, B, C (WITH TAB A), D AND ENCLOSURES 1 AND 2 ///////////////////////////////////NOTHING FOLLOWS////////////////////////////////////			150400	HQ USAREUR ATTN AEAGB-ISD-S
SECTION B - ROUTING							
TO		COPY NO.	DATE	I ACKNOWLEDGE RECEIPT OF THE MATERIAL DESCRIBED HEREON			
				PRINTED NAME		SIGNATURE	
1. G3 OPS		1	220400	R-S-1-00			
2. G4 PLANS		2	220400	R-S-2-00			
3. DEST		3	220400	CD-S-1-00			
4. G2 OPS		4	220400	JOHN JONES		<i>John Jones</i>	
5. G2 OPS		4	221000	MARY SPRINGER		<i>Mary Springer</i>	
SECTION C - DESTRUCTION CERTIFICATE (Check appropriate block)							
MATERIAL DESCRIBED HEREON HAS BEEN:						PAGE OR COPY NO	
<input type="checkbox"/> DESTROYED <input type="checkbox"/> TORN IN HALF AND PLACED IN A CLASSIFIED WASTE CONTAINER (AR 380-5)							
OFFICE SYMBOL	DATE	PRINTED NAME OF CUSTODIAN OR REP			SIGNATURE		
DESTRUCTION RECORD NO.	DATE	PRINTED NAME OF CERTIFYING/DESTR. OFF.			SIGNATURE		
PAGE OR COPY NUMBER	DATE	PRINTED NAME OF WITNESSING OFFICIAL			SIGNATURE		
SECTION D - REPRODUCTION AUTHORITY							
NUMBER OR COPIES TO BE REPRODUCED			AUTHORIZED BY			DATE	
SECTION E - RECEIPT/TRACER ACTION (Check appropriate block)							
<input type="checkbox"/> RECEIPT OF DOCUMENT(S) ACKNOWLEDGED <input type="checkbox"/> DOCUMENT(S) HAVE NOT BEEN RECEIVED							
<input type="checkbox"/> TRACER ACTION: SIGNED RECEIPT FOR MATERIAL DESCRIBED ABOVE HAS NOT BEEN RECEIVED.							
DATE		PRINTED NAME, GRADE OR TITLE				SIGNATURE	
COMMENTS							

DA FORM 3964, JUN 78

EDITION OF 1 NOV 72 IS OBSOLETE.

USAPPC V2.00

Figure J-6. Sample Permanent Transfer (DA Form 3964)

CLASSIFIED DOCUMENT ACCOUNTABILITY RECORD						DATE	
For use of this form, see AR 380-5; the proponent agency is the Office, Assistant Chief of Staff for Intelligence.							
SECTION A - GENERAL							
TO:				FROM:			
DATE RECEIVED 21 APRIL 2000		ACTION OFFICE(S)		SUSPENSE DATE(S)		REGISTER OR CONTROL NO.	
CONTROL LOG OR FILE NO.	CLASSIFICATION	NUMBER OF COPIES	DESCRIPTION (Type, File Ref., Unclassified Subject or Short Title and Number of Indorsements/Incls)			DATE OF DOCUMENT	ORIGINATOR
GS-S-007-00	S (N)	4	CY 1, 2, 3, 4 OF 4 COPIES OF STUDY, SUBJ: HOW TO CONTROL DOCUMENTS (U) WITH ANNEXES A, B, C (WITH TAB A), D AND ENCLOSURES 1 AND 2 /////////////////////////////////NOTHING FOLLOWS////////////////////////////////			150400	HQ USAREUR ATTN AEAGB-ISD-S
SECTION B - ROUTING							
TO			COPY NO.	DATE	I ACKNOWLEDGE RECEIPT OF THE MATERIAL DESCRIBED HEREON		
					PRINTED NAME SIGNATURE		
1.							
2.							
3.							
4.							
5.							
SECTION C - DESTRUCTION CERTIFICATE (Check appropriate block)							
MATERIAL DESCRIBED HEREON HAS BEEN:						PAGE OR COPY NO	
<input checked="" type="checkbox"/> DESTROYED <input type="checkbox"/> TORN IN HALF AND PLACED IN A CLASSIFIED WASTE CONTAINER (AR 380-5)							
OFFICE SYMBOL ABCD-GB	DATE	PRINTED NAME OF CUSTODIAN OR REP				SIGNATURE	
DESTRUCTION RECORD NO. CD-S-1-00	DATE 220400	PRINTED NAME OF CERTIFYING/DESTR. OFF. JOE GOLIGHTLY				SIGNATURE <i>Joe Golightly</i>	
PAGE OR COPY NUMBER CY 3 OF 4 CYS	DATE	PRINTED NAME OF WITNESSING OFFICIAL				SIGNATURE	
SECTION D - REPRODUCTION AUTHORITY							
NUMBER OR COPIES TO BE REPRODUCED		AUTHORIZED BY				DATE	
SECTION E - RECEIPT/TRACER ACTION (Check appropriate block)							
<input type="checkbox"/> RECEIPT OF DOCUMENT(S) ACKNOWLEDGED				<input type="checkbox"/> DOCUMENT(S) HAVE NOT BEEN RECEIVED			
<input type="checkbox"/> TRACER ACTION: SIGNED RECEIPT FOR MATERIAL DESCRIBED ABOVE HAS NOT BEEN RECEIVED.							
DATE	PRINTED NAME, GRADE OR TITLE				SIGNATURE		
COMMENTS							

DA FORM 3964, JUL 79

EDITION OF 1 NOV 72 IS OBSOLETE.

USAPPC V2.00

Figure J-7. Sample of Temporarily Received Document (DA Form 3964)

CLASSIFIED DOCUMENT ACCOUNTABILITY RECORD						DATE	
For use of this form, see AR 380-5; the proponent agency is the Office, Assistant Chief of Staff for Intelligence.							
SECTION A - GENERAL							
TO:				FROM:			
DATE RECEIVED 21 APRIL 2000		ACTION OFFICE(S)		SUSPENSE DATE(S)		REGISTER OR CONTROL NO.	
CONTROL LOG OR FILE NO.	CLASSIFICATION	NUMBER OF COPIES	DESCRIPTION (Type, File Ref., Unclassified Subject or Short Title and Number of Indorsements/Incls)			DATE OF DOCUMENT	ORIGINATOR
GS-S-007-00	S (N)	4	CY 1, 2, 3, 4 OF 4 COPIES OF STUDY, SUBJ: HOW TO CONTROL DOCUMENTS (U) WITH ANNEXES A, B, C (WITH TAB A), D AND ENCLOSURES 1 AND 2 /////////////////////////////////NOTHING FOLLOWS////////////////////////////////			150400	HQ USAREUR ATTN AEAGB-ISR-S
SECTION B - ROUTING							
TO		COPY NO.	DATE	I ACKNOWLEDGE RECEIPT OF THE MATERIAL DESCRIBED HEREON			
				PRINTED NAME		SIGNATURE	
1.							
2.							
3.							
4.							
5.							
SECTION C - DESTRUCTION CERTIFICATE (Check appropriate block)							
MATERIAL DESCRIBED HEREON HAS BEEN:						PAGE OR COPY NO	
<input checked="" type="checkbox"/> DESTROYED <input type="checkbox"/> TORN IN HALF AND PLACED IN A CLASSIFIED WASTE CONTAINER (AR 380-5)							
OFFICE SYMBOL ABCD-GB	DATE	PRINTED NAME OF CUSTODIAN OR REP				SIGNATURE	
DESTRUCTION RECORD NO. CD-S-50-00	DATE 221000	PRINTED NAME OF CERTIFYING/DESTR. OFF. JOE GOLIGHTLY				SIGNATURE <i>Joe Golightly</i>	
PAGE OR COPY NUMBER CY 1, 2, 3, 4	DATE	PRINTED NAME OF WITNESSING OFFICIAL				SIGNATURE	
SECTION D - REPRODUCTION AUTHORITY							
NUMBER OR COPIES TO BE REPRODUCED		AUTHORIZED BY				DATE	
SECTION E - RECEIPT/TRACER ACTION (Check appropriate block)							
<input type="checkbox"/> RECEIPT OF DOCUMENT(S) ACKNOWLEDGED <input type="checkbox"/> TRACER ACTION: SIGNED RECEIPT FOR MATERIAL DESCRIBED ABOVE HAS NOT BEEN RECEIVED.				<input type="checkbox"/> DOCUMENT(S) HAVE NOT BEEN RECEIVED			
DATE		PRINTED NAME, GRADE OR TITLE				SIGNATURE	
COMMENTS							

DA FORM 3964, JUL 79

EDITION OF 1 NOV 72 IS OBSOLETE.

USAPPC V2.00

Figure J-8. Sample Certificate of Destruction (DA Form 3964)

J-6. CERTIFICATION OF DESTRUCTION

a. A CD generally will be recorded on DA Form 3964. Destruction of messages may be recorded on AE Form 380-5A. CDs will be filed in serial-number order by calendar year and kept for 2 years after the 31 December calendar-year cutoff date of the year in which destruction took place. Top Secret CDs require the signatures of the custodian and an impartial witness. CA Secret CDs require only the custodian's signature. A separate CD number series will be used for Top Secret and other CAA Secret documents.

b. The inactive control register copy of DA Form 3964 or DA Form 455 will indicate the applicable serial CD number as a cross-reference. In cases of partial destruction, the active register copy will show the serial CD number of the destroyed portions.

c. The document copy of DA Form 3964 will be used as a CD. If a CAA portion of a document is destroyed (for example, a superseded Secret critical nuclear weapon design information (CNWDI) page), the partial destruction will be noted on the DA Form 3964.

J-7. ADMINISTRATIVE PROCEDURES

a. Changes to a document will be assigned the same serial control number as the basic document with an added suffix. Changes will be identified in the active control register and on the document control copy of DA Form 3964 that already exists for each copy of the document. A CD will be made for destruction of superseded pages of a change to the basic document. DA Form 3964 will be annotated with the following statement:

See CD file number for destruction of superseded pages.

b. The date of origin of all annexes, appendixes, and tabs will be the same as that of the basic document unless otherwise indicated.

c. To control CAA reproduction, the active control register copy will account for all authorized reproduced copies in the same way as that used to account for changes to the document (a above). Control number suffixes need not be added. Copy numbers will include an "R" identifier (for example Copy 1R, 2R, 3R of 3R cys). The record of reproduction approval will be provided to the custodian when reproduced copies of CAA material are brought under control. A duplicate DD Form 844 (Requisition for Local Duplicating Service) may be provided to the custodian when printing facility administrative procedures require retention of the original document.

d. Converting CAA to microfilm requires the following procedures:

(1) Only one document will be placed on each film or fiche (that is, one piece of microfilm per document control number). Computer-generated microforms will not be stacked. Guidance on marking and preparing microforms material will be according to AR 340-22 and the basic AR, chapter 4.

(2) North Atlantic Treaty Organization (NATO) classified documents may be converted to microforms only on NATO Central Registry approval through the responsible NATO subregistry.

(3) No reproduction authority is required when converting classified paper copies to microforms on a one-for-one basis if the microform is controlled using the same copy number that appears on the paper copy. Adding an "F" will modify the copy number on the microform document (for example, cy 1F). Once the copy number has been copied from the paper copy, the paper copy will be destroyed. If the paper copy is not destroyed, reproduction authority is required before microform conversion (basic AR, paras 6-25 and 6-26).

NOTE: Reproduction of Top Secret material requires the originator's approval.

(4) The silver halides in the microform master file (MF) prevent its use. The MF is kept only for archival and reproduction purposes. The MF is produced from a paper copy. For controlling CAA copies, the MF header and carrier will be annotated with the serial control number assigned to the paper copy and with the copy designator "CY _F of _ CYS" (for example, CY 1E of 2 CYS). Only custodians and commanders may have control and custody of MFs. An MF will not be removed from the custodial control office except under the conditions of authorized emergency evacuation or destruction.

(5) The requirements for restraint on reproduction of classified material (basic AR, paras 6-25 and 6-26) apply to reproducing microforms and paper copies from microforms.

NOTE: The same restraint on reproduction applies to all storage media, on- or off-line, to include word processing and automated data processing applications.

(6) The DA Form 3964 will indicate in the “description” block the number of pages marked Top Secret. If a DA Form 3964 is received without the number of Top Secret pages, the recipient will notify the sender and request that future receipts have the number of Top Secret pages annotated on the form.

(7) Top Secret custodians and CAA-document custodians will conduct annual inventories of their classified accounts. During transfer of an outgoing custodian and an incoming custodian, a joint inventory of the account will be conducted before the outgoing custodian is relieved of his or her duties.

APPENDIX K

STANDARDS FOR OPEN STORAGE OF SECRET AND CONFIDENTIAL MATERIAL

K-1. REFERENCES

- a. AR 190-13, The Army Physical Security Program.
- b. UR 190-13, The USAREUR Physical Security Program.

K-2. PURPOSE

This appendix prescribes requirements for open storage of Secret and Confidential material in USAREUR and will be used in conjunction with the basic AR, chapter 7.

K-3. POLICY

USAREUR policy discourages open storage of classified material except when--

- a. Open storage of classified material is absolutely necessary for mission accomplishment.
- b. The volume or configuration of the material prohibits storage in General Services Administration (GSA) approved security containers.

K-4. PROCEDURES

a. Construction or relocation of a facility to accommodate open storage of classified material will be kept to a minimum. Requests for construction of rooms for open storage of Secret and Confidential material will include detailed justification. Construction or relocation of storage facilities will conform to the standards prescribed in DOD 5200.1-R, appendix G, sections A and B, and the basic AR, chapter 7, section III. New facilities constructed in existing approved facilities may be approved for open storage provided the standards prescribed in b below are met and structural modifications are made. Approvals may be provided for a maximum of 3 years. Open storage of classified information will cease immediately when structural modifications to the facility degrade the facility's security.

(1) A current record of approvals will be kept on file or posted in the approved open storage area. The activity security manager will keep a copy of the open storage approval and a copy of the initial inspection report for the approved period. Outdated approval documents may be destroyed provided the current document has an inspection report that shows the facility meets prescribed open storage standards.

(2) The inspection report will show the facility meets prescribed open storage standards. The physical security section of the local office of the provost marshal will help with the inspection. The following items are required in the report:

- (a) A description of the facility to include its specific location (for example, room, building, installation, and geographic community).
- (b) A description of the facility's physical characteristics, particularly any structural deficiencies.
- (c) An identification of the highest classification level for which open storage is authorized.
- (d) An attached graphic floor plan showing the location of major furnishings, security containers, classified hangings, doors, and windows.

NOTE: The inspecting official will make specific recommendations to the approval authority concerning whether or not the facility meets the prescribed structural standards.

b. New facilities constructed in existing buildings and existing facilities approved under provisions of previous editions of this supplement must meet the following minimum standards:

(1) The access door to the room or area will be made of sheet metal, not less than 1.5-millimeters thick, or the access door will be wood covered on the outside with a sheet plate, not less than 1-millimeter thick.

(2) Hinges will be installed in such a way that removing the closed door without seriously damaging the door or jam would be impossible.

(3) Doors that are not fitted with built-in locking equipment will be secured by hasps (basic AR, para 7-20b) or hardened steel locking bars.

(4) The locking bars will be installed across the width of the door so that when locked, the door cannot be opened without seriously damaging it. Any two of the following locks will be used to secure the door:

(a) GSA-approved, key-operated locking device with high-security cylinder and hasp.

(b) A built-in, 1-inch-throw deadbolt lock, equipped with a GSA-approved high-security cylinder (for example, series-50 deadbolt extension, Sergeant and Greenleaf (S&G) 8470 Adjusta-Lock)

(c) Series-200 or -5200 key padlock.

(d) S&G Model 8077A combination padlock with a steel shackle. The Intelligence Materiel Management Directorate, Army Intelligence Materiel Activity, has determined that the S&G model 8077A combination padlock by itself affords no protection against forced entry. The 8077A padlock was not designed for external use.

NOTES: 1. The heads of all bolts and screws will be braided, peened, or welded and arranged so that they cannot be removed from the outside.

2. Built-in locking devices will use a cadmium-steel hard plate as described in Defense Intelligence Agency Manual (DIAM) 50-2 and DIAM 50-3.

3. Key locks require key control as described in the basic AR, paragraphs 7-4d(1) (a) through (g).

4. The number of doors providing access to a room or area will be kept to the minimum required.

5. The walls will be made of stone, brick, or concrete masonry.

6. The ceiling and floor will consist of precast concrete and slab construction.

7. Windows will be barred, vertically and horizontally, with properly anchored steel bars of no less than 12 millimeters in diameter. The bars will be no more than 10 centimeters apart on center and spot-welded at each joint. Bars must be anchored into reinforced concrete at a depth of no less than 8 centimeters. The bars may have to exceed the minimum 8 centimeters if the material into which the bars are embedded offers little resistance. Bars may be welded securely to a 30- by 30- by 4- millimeter angle-iron frame anchored in the wall. The exposed head of the anchoring device will be welded to the metal frame or otherwise altered to prevent removal of the frame from the outside. (Windows to non-open storage areas do not require bars).

8. Doors not used for access will be closed off with a locking bar and hasp secured internally with an S&G Model 8077A combination padlock or series 200- or 5200-key padlock. The locking bar may be secured on the outside of the door but must be secured with locks that are checked at the close of each duty day. SF Form 702 (Security Container Check Sheet) will be affixed to the outside of the door and annotated when the checks are completed. Hinges located on the outside of the door will be modified to ensure the door cannot be removed.

9. Miscellaneous openings will be secured according to the basic AR, paragraph 7-20c.

c. When classified hangings (for example, maps, charts) are displayed in open storage areas, they will be covered when not in use to protect them from being seen through windows, doors, or any other opening. Individuals who visit the secure area and do not need to know the information displayed must not be able to observe classified hangings.

d. The criteria established for protecting classified material in an open storage area in DOD 5200.1-R, appendix G, sections A and B; the basic AR, chapter 7, section III; and this supplement are minimum standards and, when possible, will be augmented to provide maximum security.

K-5. REQUESTS FOR EXCEPTION TO POLICY

Requests for exception to storage standards for classified material will be sent through command channels to the Commander, USAREUR/7A, ATTN: AEAGB-SAD-S, Unit 29351, APO AE 09014. Requests will include a justification for the exception, identify measures to be taken in place of the prescribed structural standards, and a copy of all workorders that were submitted to correct deficiencies. Blanket requests for exception and requests without justification will not be approved.

K-6. UNCLEARED VISITORS ENTERING AN OPEN STORAGE AREA

Before uncleared visitors (for example, maintenance personnel) attempt to enter an open storage area, the following will be accomplished:

- a. All classified material will be covered with appropriate coversheets.
- b. Material too large for a coversheet will be covered by an opaque sheet or blanket.
- c. Uncleared personnel will be escorted by appropriately cleared U.S. personnel.

APPENDIX L

USAREUR SECURITY PROGRAM EVALUATION GUIDE

The following questions will be answered during a USAREUR Security Program evaluation:

1. Does the activity have access to the current edition of this supplement?
2. Has the activity security manager conducted documented inspections of his or her activity at least once a year? Was a copy of the inspection report sent to the command's security manager at the next-higher headquarters when required? Were inspections used as input for a security status summary when required? Was the summary sent to the next-higher headquarters? (this suppl, para 1-24)
3. Were adequate records maintained to support command input to SF 311 (Agency Information Security Program Data) (Interagency Report Control Number 0230-GSA-AN)? Were consolidated reports sent through channels to the Commander, USAREUR/7A, ATTN: AEAGB-SAD-S, APO AE 09014, for the current reporting period? (this suppl, para 1-23)
4. Was classified material handcarried across an international border with the written approval of an authorized official or designated representative? Was approval authority limited to collateral Secret or Confidential material? Was travel limited to authorized means? Were requests for a handcarry approval transmitted only by an authorized secured method (for example, an automatic secure voice communications network, For Official Use Only)? Were requests for handcarrying classified material, not otherwise delegated, sent to the Commander, USAREUR/7A, ATTN: AEAGB-SAD-S, APO AE 09014? (this suppl, para 8-15)
5. Did senders of Top Secret information indicate the number of pages marked Top Secret in the "description" block of the receipt? Did recipients of Top Secret material notify senders of discrepancies, and did senders resolve all discrepancies? (this suppl, app J)
6. Were classified working papers controlled, handled, accounted for, and prepared as prescribed for finished documents when transferred between staff offices, posts, stations, independent commands, or separate organizations? (basic AR, para 6-24)
7. Was continuous administrative accountability (CAA) material other than COMSEC or NATO Secret accounted for as prescribed in this supplement, appendix J?
8. Do document-accountability registers show the disposition of all CAA-classified material? (this suppl, app J)
9. Are document-accountability records retained for 2 years for Secret and 5 years for Top Secret after the end-of-the-year cutoff? (this suppl, app J)
10. Are CAA-document accounts inventoried annually or when there is a change of custodian? Are the results of the inventories properly recorded? (basic AR, para 6-21, and this suppl, app J)
11. Are certificates of destruction (CDs) prepared showing the last control numbers assigned in a particular calendar year? Are these certificates filed in the active document register for that year? (this suppl, app J)
12. Are registers filed in serial-number sequences by calendar year, to include active logs, receipts, and CDs? (this suppl, app J)
13. Are classified microforms that show accountable material properly controlled? (this suppl, app J)
14. Were CAA active-register control numbers transferred to the inactive register when all copies of a document were destroyed or permanently receipted? (this suppl, app J)
15. Was only one control number assigned to a CAA document while maintained in the assigning organization? (this suppl, app J)

16. Are temporarily-receipted CAA documents actually seen by the custodian at least once every 90 days? (this suppl, app J)
17. Do all CAA documents have a DA Form 3964 (Classified Document Accountability Record) attached so that classification markings are clearly visible? (this suppl, app J)
18. Were changes to CAA documents assigned the same serial control number as the basic document with an added suffix? Were changes posted to the active control register and all affected document control copies? (this suppl, app J)
19. Were CDs prepared when only portions of CAA documents or one or more copies of several copies are destroyed as a partial destruction? (this suppl, app J)
20. Does the inactive control register serve as a cross-reference for all applicable receipt and CD numbers? (this suppl, app J)
21. Are Top Secret control officers at least in the rank of sergeant first class or the grade of GS-7? (basic AR, para 6-21)
22. Were all reproduced copies of CAA documents brought under control and protected to the same degree as the originals? (this suppl, app J)
23. Were initial message reports of compromise made as required? (basic AR, para 10-1)
24. Are facilities used for the open storage of classified material approved only by the commander or staff principal in the rank of colonel or higher? (basic AR, para 7-4)
25. Was there an investigation of a possible compromise of sensitive compartmented information in the special access program (SAP)? Was the investigation and its results reported only through the appropriate SAP channels? (basic AR, para 10-1 and app I)
26. Do all facilities used for open storage of classified material meet the appropriate structural standards? If not, are approved waivers from the Commander, USAREUR/7A (AEAGB-SAD-S), on file? (this suppl, app J)
27. Was the possibility of loss or compromise of NATO information reported immediately, without waiting for conclusive results by the investigating activity? (basic AR, para 10-1)